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PRIVATE INDUSTRY COUNCIL

PLANNING COMMITTEE

AGENDAS AND MINUTES

1996

Documents have been very irregularly received from the Private Industry Council. Efforts to obtain the missing documents have been unsuccessful. This volume contains those that are available.





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#1

2/29/96  
Planning & Evaluation



DOCUMENTS DEPT.

FEB 20 1996

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PRIVATE INDUSTRY COUNCIL  
of San Francisco, Inc.

NOTICE of a PUBLIC MEETING  
of the

\* PLANNING & EVALUATION COMMITTEES

DATE:	Thursday February 29, 1996
TIME:	9:30 a.m. - 11:00 a.m.
LOCATION:	City College of San Francisco 33 Gough Street Auditorium

Agenda

1. Adoption of agenda
  2. Public testimony on agenda items as authorized by the Committee chairman throughout the meeting
  3. Approval of minutes for the Planning Committee's December 14, 1995 meeting (enclosed) \*  
Approval of minutes for the Evaluation Committee's August 24, 1995 (enclosed) \*
  4. Discussion of the Preliminary Program Design, Issues, Recommendations for San Francisco's PY'96-'97 Job Training Plan
  5. Public testimony on non-agenda items
- \* May require Committee action

Issued February 14, 1996



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PRIVATE INDUSTRY COUNCIL  
of San Francisco, Inc.  
MEMORANDUM

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TO: MEMBERS OF THE PLANNING AND  
EVALUATION COMMITTEE

DATE: FEBRUARY 9, 1996

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: JOINT MEETING OF THE PLANNING AND EVALUATION COMMITTEE.

A joint meeting of the Planning and Evaluation Committees has been set for Thursday, February 29, 1996 in the auditorium at 33 Gough Street. It is scheduled to start at 9:30 a.m. and conclude at 11:00 a.m. The purpose of the meeting is to begin the process for developing San Francisco's PY'96-'97 Job Training Plan by April 12th. The period for the PY'96-'97 Job Training Plan and any and all PIC subcontracts authorized under it begins July 1st of this year. As you are aware, there are many issues which are still unresolved at the federal and state levels which impact this process. However, we need to move forward with what we know now.

The staff is preparing some background information and initial recommendations that will be issued shortly, along with an agenda, as soon as possible. Please be sure to bring this information with you to the meeting.

cc: Willie Brown, Mayor  
Scott Winkler, JTPD  
PIC Subcontractors  
PIC Staff





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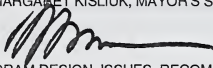
PRIVATE INDUSTRY COUNCIL  
of San Francisco, Inc.  
MEMORANDUM

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FEB 20 1996

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TO: MEMBERS, EVALUATION & PLANNING COMMITTEES DATE: FEBRUARY 14, 1996  
EMILIO CRUZ AND MARGARET KISLUK, MAYOR'S STAFF

FROM: STEVE ARCELONA 

SUBJECT: PRELIMINARY PROGRAM DESIGN, ISSUES, RECOMMENDATIONS FOR  
SAN FRANCISCO'S PY'96-'97 JOB TRAINING PLAN

**Background:**

The federal *Job Training Partnership Act* (JTPA) requires that:

1. a preliminary version of San Francisco's biennial Job Training Plan for Program Years 1996 and 1997 (i.e., from July 1st of this year to June 30th of 1998) be issued for thirty days of public review and comment by no later than Friday, March 1st;
2. the Mayor and the PIC jointly approve a final version of that Job Training Plan by no later than Friday, April 12th;
3. the Mayor and the PIC jointly submit that approved Job Training Plan to the Governor by no later than Friday, April 12th; and
4. the Governor approve that Job Training Plan within thirty days of its submission (i.e., by Monday, May 13th) unless (the only exceptions permitted):
  - a. it is determined that one or more of the following five conditions exists (there are no plans to correct deficiencies found in prior audits or in meeting prior performance standards, the proposed administrative entity does not meet minimum standards, safeguards for the protection of funds are inadequate, the Plan does not comply with a particular provision or provisions of the Act, or the Plan does not comply with the Act's coordination criteria); or
  - b. an "interested party" files a petition with the Governor within fifteen days of its submission asking that the Plan be disapproved, in which case the Governor must approve or disapprove it within 45 days (i.e., by May 28th) of its submission.

If the Mayor and the PIC cannot agree on an approved plan by April 12th, the Governor is required to merge San Francisco with neighboring SDAs and all of the elected officials for that new enlarged SDA would be required to appoint a new PIC. The Governor's approval or disapproval of a locally-approved plan may be appealed to the U.S. Secretary of Labor.

These federal statutory requirements assume that:

5. all monies for Federal Fiscal Year 1996 (or for the first of the two "JTPA Program Years" to be included in those plans) were appropriated in October of 1995;
6. monies appropriated for the federal government's uses have been segregated from those appropriated for the uses of state governments and the latter have been "allotted" to each state by the formulae prescribed in the Act;
7. federal planning instructions for the uses of those "allotted" monies have been issued to the governors of all states;

8. monies "allotted" for the uses of state governments have been segregated from those appropriated for the uses in local "Service Delivery Areas" and the latter have been "allocated" for the consideration of public-private partners in all SDAs by the formulae prescribed in the Act; and
9. planning instructions for the uses of those "allocated" monies have been issued by the governor of each state to all SDA public-private partners within it.

Since:

10. no JTPA monies have been appropriated for FFY'96 (instead, several limited "Continuing Resolutions" have been enacted with the latest one ending in mid-March of this year);
11. there appears to be disagreement among federal officials about what the fiscal consequences of the current "Continuing Resolution" are; and
12. there have been no federal or state planning assumptions or instructions of any kind issued for Program Years 1996 or 1997:

the PIC and the Mayor should, if they intend to approve a PY'96-'97 Job Training Plan by April 12th, rely on their own assumptions, until another "Continuing Resolution" or alternative legislation is enacted or until either State or federal governments issue their own assumptions or supervening instructions.

#### **Proposed Assumptions:**

Staff therefore recommends that the Mayor and the Council approve and submit a PY'96-'97 Job Training Plan by April 12th and that, in doing so, it be assumed that federal legislation (representing a compromise between H.R. 1617 and S. 143 that is acceptable to the President, authorizing new "workforce development block grant programs", and repealing JTPA) will not be enacted to take effect before July 1st of 1998, at the earliest. Therefore, JTPA (which is permanent legislation) should be assumed to remain in effect during the entire two-years of a PY'96-'97 Job Training Plan, at minimum.

Appropriations proposed by the House of Representatives for all PY'96 JTPA Programs represent an average reduction of 26% from the appropriations that remained in effect for all of the current PY'95 JTPA Programs after the rescissions enacted in July and April of 1995 have been taken into account. These proposed reductions in appropriations would vary from none for the JTPA Title IIC (Year-Round Youth) Programs, to 17% for the JTPA Title IIA (Year-Round Adult) Programs, to 31% for the JTPA Title III (Dislocated Worker) Programs, and to 100% for the JTPA Title IIB (Summer Youth) Programs.

Because of disagreement over proposed striker replacement provisions, the Senate has still not adopted or forwarded any proposed appropriations for PY'96 JTPA Programs to the President. It is, however, potentially significant that, while not specifically proposing any appropriations for 1996 JTPA Title IIB (Summer Youth) Programs, the Senate Appropriations Committee is proposing appropriations for the PY'96 JTPA Title IIC (Year-Round Youth) Programs that are double the amount being proposed by the House and it is proposing that the joint authority of the Mayor and the Council be increased to permit them to transfer some or all of those "allocated" monies to the JTPA Title IIB (Summer Youth) Program with the Governor's approval. Nevertheless, the PY'96 Title IIC appropriation being proposed by the Committee would still amount to less than thirty percent of the appropriations for the PY'95 Titles IIB and IIC combined.

The current "Continuing Resolution" (which expires in mid-March) provides minimum appropriations for PY'96 JTPA Programs that are about 75% of the "post-rescission" appropriations for PY'95. It is still unclear if that minimum could be applied as an average for all four major JTPA Subpart Programs (i.e., Titles IIA, IIB, IIC, and III) combined or if it is intended to be applied only to each of the four major JTPA Subpart Programs based on the appropriations that have so far been proposed for PY'96. The former and the Senate Committee's version of the latter mean that a 1996 JTPA Title IIB (Summer Youth) Program is still possible, while the House version of the latter means there is no such possibility.

By the middle of next month, either another "Continuing Resolution" or some other kind of legislation appropriating monies for PY'96 JTPA Programs is expected to be enacted and it should clarify precisely what is being appropriated for each major PY'96 JTPA Subpart Program individually (particularly the JTPA Title IIB (Summer Youth) Program).

Until then, the Staff recommends that, with one exception, the appropriations being proposed by the House of Representatives be assumed to be the initial bases of all "allocations" that will be received for each subpart of San Francisco's PY'96-'97 Job Training Plan.

The 1996 JTPA Title IIB (Summer Youth) Program Subpart of that Plan would be the exception. While it is still unclear if there will be any new monies appropriated for 1996 Summer Youth Programs, it now appears that most, if not all, of the approximately \$350,000 that remained unspent from San Francisco's 1995 Summer Youth Program will still be available. This is because the Mayor has not concurred with the Council's January 9th recommendation to transfer \$300,000 of those monies, retroactive to January 1st, to the JTPA Title IIC (Year-Round Youth) Program Subpart for the remaining six months of PY'95.

**The EDD/LMID's estimates of San Francisco's eligibles and, based on them, enrollment goals that are recommended for San Francisco's PY'96-'97 Job Training Plan:**

The Act still requires that Job Training Plans "... provide employment and training opportunities to those who can benefit from, and who are most in need of, such opportunities and shall make efforts to provide equitable services among substantial segments of the eligible populations". As the bases for determining "equitable services", it appears that the State still requires data from the Labor Market Information Division of its Employment Development Department (EDD/LMID) be used.

The EDD/LMID's "Planning Information Packet" containing those data for PY'96-'97 Job Training Plans was received late last month. After comparing its estimates of all "economically disadvantaged" San Franciscans who will be eligible for and in need of services from JTPA Title II Programs during PY'96-'97 with those it had previously projected would be eligible for and in need of those services from those same programs during PY'94-'95, Staff concludes that there have been no significant changes in the characteristics of San Francisco's estimated eligibles between those two biennial periods. Please refer to the first table in Attachment 1.

As a result, Staff recommends that both the enrollment goals and the rationales for them adopted by the Mayor and the Council for San Francisco's PY'94-'95 Job Training Plan be extended into and adopted for San Francisco's PY'96-'97 Job Training Plan with a continued priority for training women in "non-traditional occupations". Please refer to the second table and the four pages of rationales in Attachment 1.

Staff also recommends that the "additional barriers to employment" adopted by the Mayor and the Council for the PY'94-'95 Job Training Plan (i.e., "economically disadvantaged youths" who are "members of racial or ethnic minority populations" and "economically disadvantaged adults" who possess "limited English skills") be extended into and adopted for the PY'96-'97 Job Training Plan. These "additional barriers to employment", which are subject to the Governor's approvals, define (along with other "barriers to employment" specified in the Act) those segments of San Francisco's eligible population who are "hard to serve" (denoted as "HTS" in the tables of data in Attachment 1).

While the EDD/LMID's "Planning Information Packet" does not contain any estimates on San Franciscans who will become eligible for JTPA Title III Programs (because it is generally not possible to project either the number or the characteristics of those who may become "dislocated workers" during any substantial period of time longer than sixty days) and while the PY'94-'95 enrollment goal established for serving "homeless economically disadvantaged" individuals during PY'94-'95 in JTPA Title II Programs was not only met but generally exceeded (despite the fact that no services under any PY'94-'95 subcontract was specifically reserved for that significant segment), Staff still recommends that some monies be reserved from the "allocation" of PY'96 JTPA Title III (60%-Formula) monies for retraining services for "dislocated workers" who are "long-term unemployed, homeless individuals".

The EDD/LMID's and the PIC's projected demands for skilled labor from San Francisco employers and, based on them, occupations that are recommended as the bases for selecting training programs under San Francisco's PY'96-'97 Job Training Plan:

The EDD/LMID and the PIC estimate that, while the City and County of San Francisco is projected to register only a very modest growth in the total number of jobs between 1992 and 1999 of about 2.5% (or less than a half a one percent during PY'96-'97), almost all of that growth will be reflected only in jobs in "services" industries. The numbers of jobs in all other eight industrial groups are projected to remain unchanged or to register slight reductions. Please refer to the first table in Attachment 2.

By major occupational groups, only the "Professional, Para-professional, and Technical" and the "Service" occupations are projected to register increases while the other five groups are projected either to remain relatively unchanged or to decline slightly. Other than perhaps the significance of the projected reductions in "Clerical and Administrative Support" jobs, these projections are not dramatically different than those upon which San Francisco's PY'94-'95 Job Training Plan was based. Please refer to the second table in Attachment 2. Within each of these major occupational groups, those projected to reflect the largest rate of growth and the largest number of additional jobs are displayed in the third and fourth tables of Attachment 2. None of these projected job opportunities include employers' needs to replace workers who retire or who leave those jobs for other reasons.

In the absence of firm pre-program commitments of available job vacancies from specific employers, PIC Staff recommends that these projected data be applied in selecting all occupational training programs for the PY'96-'97 Job Training Plan.

**Recommended sources and criteria for selecting initial PIC Subcontractors for San Francisco's PY'96-'97 Job Training Plan:**

If the Staff's preceding recommendations with respect to enrollment and occupational goals for San Francisco's PY'96-'97 Job Training Plan are adopted as proposed, Staff recommends that:

- no Request For Proposed (RFP) PY'96-'97 PIC Subcontracts be issued, at least initially;
- all initial Prime PIC Subcontracts for PY'96 be selected from the four different pools of proposed subcontracts that were submitted between January and July of 1994 under the PY'94-'95 Job Training Plan that are reaffirmed in writing and based on:
  - thorough evaluations of performance under each subcontract that was selected and executed during all of PY'94 (please refer to the PIC's "Annual Benefit/Cost Report" issued on November 30th of 1995) and, only where applicable, the first six months of PY'95; and,
  - to the extents made necessary by "appropriations" and "allocations" or "reallocations" of PY'96-'97 JTPA monies that may be made, by PY'94-'95 proposals that are not reaffirmed for PY'96-'97, or by any PY'96-'97 enrollment or occupational goal that cannot otherwise be satisfied, re-evaluations of any other proposed subcontract that remains in any of those four pools;
- a waiver of the State's policy requiring competitive solicitations of subcontracts at least once every three years be requested (i.e., for possible extensions of PY'96 subcontracts into PY'97); and,
- with the exception of agreements for San Francisco's "One-Stop System" (e.g., the Assessment Center. etc.), limited RFPs be issued for additional PY'96-'97 proposals if it is determined that there are no longer any competitive PY'94-'95 proposals for PY'96 or PY'97 subcontracts.

cc: PIC Staff, All Proponents for PY'94-'95 PIC Subcontracts, and Scott Winkler, EDD/JTPD

Attachments



## ATTACHMENT 1 (P. 1 OF 6)

COMPARISON OF EDD/LMID'S TITLE II ESTIMATED ELIGIBLES

SIGNIFICANT SEGMENTS (A)	1990 CENSUS TOT. POP. (B)	PY94-95 EDD/LMID'S ESTIMATED TITLE II ELIGIBLES					PY95-97 EDD/LMID'S ESTIMATED TITLE II ELIGIBLES				
		ELIGIBLES AGES 14-21 (C)	ELIGIBLES AGES 16-21 (D)	ELIGIBLES AGES 16+ (E)	ELIGIBLES AGES 22-72 (F)	ELIGIBLES AGES 55+ (G)	ELIGIBLES AGES 14-21 (C)	ELIGIBLES AGES 16-21 (D)	ELIGIBLES AGES 16-72 (E)	ELIGIBLES AGES 22-72 (F)	ELIGIBLES AGES 55-72 (G)
Total Number	723,959	10,878	7,897	78,169	64,024	NA	10,540	7,554	68,684	61,030	12,278
Universe	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %
Females	49.9 %	48.2 %	48.2 %	53.7 %	52.4 %	62.6 %	53.2 %	51.9 %	53.9 %	54.1 %	60.4 %
Males	50.1 %	51.8 %	51.8 %	46.3 %	47.6 %	37.4 %	46.8 %	48.1 %	46.1 %	45.9 %	39.6 %
Ages, 14-15	1.6 %	27.4 %					27.4 %				
Ages, 16-21	6.9 %	72.6 %	100.0 %	10.1 %		[NA]	72.6 %	100.0 %	11.1 %		
Ages, 22-54	55.6 %			NA	[NA]	[NA]			71.0 %	79.9 %	
Ages, 55+	23.3 %			NA	---	100.0 %			17.9 %	20.1 %	100.0 %
AmInd(NH)	0.4 %	0.2 %	0.6 %	0.6 %	0.7 %	0.3 %	0.7 %	1.0 %	0.6 %	0.6 %	0.3 %
Asian-PacIsInd	28.4 %	35.8 %	32.3 %	27.6 %	28.7 %	34.0 %	33.8 %	29.6 %	27.8 %	27.6 %	37.1 %
•Asian-Indian	[0.4%]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]
•Chinese	[17.6%]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]
•Cambodian	[0.2%]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]
•Filipino	[5.9%]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]
•Hawaiian	[0.1%]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]
•Japanese	[1.7%]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]
•Korean	[0.9%]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]
•Samoan	[0.3%]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]
•Vietnamese	[1.3%]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]
Blacks (NH)	10.5 %	30.0 %	23.3 %	17.6 %	17.6 %	15.9 %	24.9 %	23.1 %	19.7 %	19.2 %	16.4 %
Hispanic(NAP)	13.9 %	19.2 %	22.3 %	15.3 %	15.6 %	11.0 %	23.0 %	25.8 %	18.2 %	17.2 %	11.1 %
Whites (NH)	46.6 %	14.4 %	21.1 %	37.9 %	38.9 %	38.7 %	17.8 %	20.4 %	33.7 %	35.4 %	35.1 %
Others (NH)	0.2 %	0.4 %	0.1 %	0.3 %	0.3 %	0.1 %					
Pub. Asst. Rec.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
•AFDC Recip.]	[NA]	NA	NA	[NA]	[NA]	[NA]	NA	NA	[NA]	[NA]	[NA]
•SSI Recip.]	[NA]	NA	NA	[NA]	[NA]	[NA]	NA	NA	[NA]	[NA]	[NA]
•GARCA Rec.]	[NA]	NA	NA	[NA]	[NA]	[NA]	NA	NA	[NA]	[NA]	[NA]
Food Stamp Rec.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Disabled	NA	NA	NA	NA	NA	NA	7.9 %	9.3 %	19.7 %	21.0 %	34.4 %
Homeless	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
HTS Adults	NA	---	---	NA	NA	---	---	---	NA	NA	---
HTS Youths	NA	NA	NA	NA	---	---	NA	NA	NA	---	---
•[Sch. Drpouts]	NA	[NA]	[NA]	[NA]	[NA]	[NA]	15.4 %	18.9 %	32.6 %	34.3 %	54.3 %
Lim. Eng. Prof.	NA	NA	NA	NA	NA	NA	16.4 %	15.7 %	24.2 %	25.2 %	39.1 %
Veterans	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

TBD means "To Be Determined", "NA" means that the data are "Not Available" (but that, if they were, they would be relevant), "..." means that the data are neither available nor relevant. Please refer to the attached explanations and rationales. "HTS" means "Hard To Serve" as defined in Sections 203 and 263 of the Act.

## ENROLLMENT GOALS FOR SAN FRANCISCO'S PY'94-'95 JOB TRAINING PLAN

SIGNIFICANT SEGMENTS (A)	1990 CENSUS TOT. POP. (B)	EDDLMD'S ESTIMATED TITLE II ELIGIBLES				PIC'S APPROVED ENROLLMENT GOALS				
		ELIGIBLES AGES 14-21 (C)	ELIGIBLES AGES 16-21 (D)	ELIGIBLES AGES 16+ (E)	ELIGIBLES AGES 22-72 (F)	ELIGIBLES AGES 55+ (G)	TITLE I/A (77%) (F')	TITLE I/A (5%-OIP) (G')	TITLE I/B (SYETIP) (C')	TITLE I/C (82%) (D')
Total Number	723,959	10,878	7,897	78,169	64,024	NA	TBD	TBD	TBD	TBD
Universe	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100%	100%	100%	100%
Females	49.90%	48.20%	48.20%	53.70%	52.40%	62.60%	52%	63%	48%	48%
Males	50.10%	51.80%	51.80%	46.30%	47.60%	37.40%	48%	37%	52%	52%
Ages, 14-15	1.60%	100.00%	0%	0%	0%	0%	0%	0%	39%	0%
Ages, 16-21	6.80%	0%	100.00%	10.10%	0%	0%	0%	0%	61%	100%
Ages, 22-54	55.60%	0%	0%	NA	NA	NA	91%	0%	0%	0%
Ages, 55+	23.30%	0%	0%	NA	---	100.00%	9%	100%	0%	0%
Amind (NH)	0.40%	0.20%	0.60%	0.60%	0.70%	0.30%	1%	0%	1%	1%
Asian+PacIsind	28.40%	35.80%	32.30%	27.60%	26.70%	34.00%	39%	49%	37%	36%
•[Asian-Indian]	[0.4%]	[NA]	[NA]	[NA]	[NA]	[NA]	[1%]	[1%]	[23%]	[1%]
•[Chinese]	[17.6%]	[NA]	[NA]	[NA]	[NA]	[NA]	[24%]	[30%]	[23%]	[22%]
•[Cambodian]	[0.2%]	[NA]	[NA]	[NA]	[NA]	[NA]	[0%]	[0%]	[0%]	[0%]
•[Filipino]	[5.9%]	[NA]	[NA]	[NA]	[NA]	[NA]	[8%]	[10%]	[8%]	[8%]
•[Hawaiian]	[0.1%]	[NA]	[NA]	[NA]	[NA]	[NA]	[0%]	[0%]	[0%]	[0%]
•[Japanese]	[1.7%]	[NA]	[NA]	[NA]	[NA]	[NA]	[2%]	[3%]	[2%]	[2%]
•[Korean]	[0.9%]	[NA]	[NA]	[NA]	[NA]	[NA]	[1%]	[2%]	[1%]	[1%]
•[Samoan]	[0.3%]	[NA]	[NA]	[NA]	[NA]	[NA]	[1%]	[1%]	[0%]	[0%]
•[Vietnamese]	[1.3%]	[NA]	[NA]	[NA]	[NA]	[NA]	[2%]	[2%]	[2%]	[2%]
Blacks (NH)	10.50%	30.00%	23.30%	17.60%	17.60%	15.90%	28%	28%	33%	30%
Hispanic (NAPI)	13.90%	19.20%	22.30%	15.30%	15.80%	11.00%	23%	16%	24%	24%
Whites (NH)	46.60%	14.40%	21.10%	37.90%	38.90%	38.70%	9%	7%	5%	8%
Others (NH)	0.20%	0.40%	0.40%	0.30%	0.30%	0.10%	0%	0%	0%	1%
Pub. Asst. Rec.	NA	NA	NA	NA	NA	NA	30%	20%	45%	30%
•[AFDC Recip.]	[NA]	NA	NA	[NA]	[NA]	[NA]	[18%]	[3%]	[40%]	[18%]
•[SSI Recip.]	[NA]	NA	NA	[NA]	[NA]	[NA]	[1%]	[1%]	[1%]	[1%]
•[GARCA Rec.]	[NA]	NA	NA	[NA]	[NA]	[NA]	[7%]	[7%]	[1%]	[7%]
Food Stamp Rec.	NA	NA	NA	NA	NA	NA	10%	10%	10%	10%
Disabled	NA	NA	NA	NA	NA	NA	10%	5%	10%	10%
Homeless	NA	NA	NA	NA	NA	NA	5%	5%	5%	5%
HTS Adults	NA	---	---	NA	NA	NA	80%	65%	---	---
HTS Youths	NA	NA	NA	NA	---	---	---	---	80%	80%
•[Sch. Dropouts]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	NA	NA	[20%]	[75%]
Lim. Eng. Prof.	NA	NA	NA	NA	NA	NA	30%	30%	10%	30%
Veterans	NA	NA	NA	NA	NA	NA	9%	14%	0%	2%

LEGEND: TBD means "To Be Determined"; "NA" means that the data are "Not Available" (but that, if they were, they would be relevant). "—" means that the data are neither available nor relevant. Please refer to the attached explanations and rationales. "HTS" means "Hard To Serve" as defined in Sections 203 and 263 of the Act.

**RATIONALES FOR THE ENROLLMENT GOALS IN  
SAN FRANCISCO'S PY'94-'95 JOB TRAINING PLAN**

**For the Title IIA (77%-Year-Round Adult) Subpart:**

Enrollment goals in Column (F) are based on:

- the "equitability requirements" of section 141 (a) of the amended Act;
- the EDD/LMID's preliminary estimate of the number of eligible individuals between 22 and 72 years of age for each significant segment [Column (F)] where no differing PY'92-'93 Title IIA (78%) enrollment goal was established;
- the PY'92-'93 Title IIA (78%) enrollment goal established for each significant segment (or a revision of which was adopted by the Evaluation Committee on January 5th) where there is no differing EDD/LMID estimate; and,
- where there is both an EDD/LMID estimate and a PY'92-'93 Title IIA (78%) enrollment goal and they differ (as a result of later 1990 Census Data, as a result of structural change in the JTPA Program System, or as a result of both):
  - the EDD/LMID's estimates of the representations of "American Indians and Alaskan Natives", of "Asians and Pacific Islanders" (including each subgroup thereof), of "Hispanics", and of "Others" in that portion of San Francisco's "Eligible Population between the ages of 22 and 72 years" are each increased by an arbitrary affirmative action factor of **(1.45)** because:
    - those estimates are based on "unadjusted 1990 Census Data" containing an undercount of at least (4.42%) in San Francisco's total population and of even larger (although undetermined) percentage for each of the race/ethnic groups indicated;
    - the estimates do not specifically reflect those who "can benefit from and are most in need of" services within that age range of eligibles;
    - such needs are better described by the combined and disproportionate effects that economic disadvantage, unemployment, and other barriers to employment have on members of these four race/ethnic groups;
    - more precise data quantifying these needs are not otherwise available; and
  - the EDD/LMID's estimates of the representation of "Blacks" in that portion of San Francisco's "Eligible Population between the ages of 22 and 72 years" is increased by an arbitrary affirmative action factor of **(1.60)** because:
    - those estimates are based on "unadjusted 1990 Census Data" containing an undercount of at least (4.42%) in San Francisco's total population and of even larger (although undetermined) percentage for each of the race/ethnic groups indicated;
    - the estimates do not specifically reflect those who "can benefit from and are most in need of" services within that age range of eligibles;
    - such needs are better described by the combined and disproportionate effects that economic disadvantage, unemployment, and other barriers to employment have on members of these four race/ethnic groups;
    - more precise data quantifying these needs are not otherwise available; and because
    - the Mayor and the PIC have determined that this "significant segment" can benefit most from and most in need of services from this subpart program.

## ATTACHMENT 1 (P. 4 OF 6)

### For the Title IIA (5% Older Individuals' Program) Subpart:

Enrollment goals in Column (G') are based on:

- the "equitability requirements" of section 141 (a) of the amended Act;
- the EDD/LMID's preliminary estimate of the number of eligible individuals 55 years of age and older for each significant segment [Column (G)] where no differing PY'92-'93 Title IIA (3%-OIP) enrollment goal was established;
- the PY'92-'93 Title IIA (3%-OIP) enrollment goal established for each significant segment (or a revision of which was adopted by the Evaluation Committee on January 5th) where there is no differing EDD/LMID estimate; and,
- where there is both an EDD/LMID estimate and a PY'92-'93 Title IIA (3%-OIP) enrollment goal and they differ (as a result of later 1990 Census Data, as a result of structural change in the JTPA Program System, or as a result of both):
  - the EDD/LMID's estimates of the representations of "American Indians and Alaskan Natives", of "Asians and Pacific Islanders" (including each subgroup thereof), of "Hispanics", and of "Others" in that portion of San Francisco's "Eligible Population of 55 years of age and older" are each increased by an arbitrary affirmative action factor of **(1.45)** because:
    - those estimates are based on "unadjusted 1990 Census Data" containing an undercount of at least (4.42%) in San Francisco's total population and of even larger (although undetermined) percentage for each of the race/ethnic groups indicated;
    - the estimates do not specifically reflect those who "can benefit from and are most in need of" services within that age range of eligibles;
    - such needs are better described by the combined and disproportionate effects that economic disadvantage, unemployment, and other barriers to employment have on members of these four race/ethnic groups;
    - more precise data quantifying these needs are not otherwise available; and
  - the EDD/LMID's estimates of the representation of "Blacks" in that portion of San Francisco's "Eligible Population of 55 years of age and older" is increased by an arbitrary affirmative action factor of **(1.75)** because:
    - those estimates are based on "unadjusted 1990 Census Data" containing an undercount of at least (4.42%) in San Francisco's total population and of even larger (although undetermined) percentage for each of the race/ethnic groups indicated;
    - the estimates do not specifically reflect those who "can benefit from and are most in need of" services within that age range of eligibles;
    - such needs are better described by the combined and disproportionate effects that economic disadvantage, unemployment, and other barriers to employment have on members of these four race/ethnic groups;
    - more precise data quantifying these needs are not otherwise available; and because
    - the Mayor and the PIC have determined that this "significant segment" can benefit most from and most in need of services from this subpart program.



**For the Title IIB Summer Youth Employment and Training Program (SYETP) Subpart:**

Enrollment goals in Column (C) are based on:

- the "equitability requirements" of section 141 (a) of the amended Act;
- the EDD/LMID's preliminary estimate of the number of eligible individuals in the age ranges of 14-21 years for each significant segment [the sum of Columns (C) and (D)] where no differing PY'92-'93 Title IIB (SYETP) enrollment goal was established;
- the PY'92-'93 Title IIB (SYETP) enrollment goal established for each significant segment (or a revision of which was adopted by the Evaluation Committee on January 5th) where there is no differing EDD/LMID estimate; and,
- where there is both an EDD/LMID estimate and a PY'92-'93 Title IIB (SYETP) enrollment goal and they differ (as a result of later 1990 Census Data, as a result of structural change in the JTPA Program System, or as a result of both):
  - the EDD/LMID's estimate of the representation of eligible youths "aged 14-15 years" was increased by an arbitrary affirmative action factor of **(1.40)** because the youngest eligible youths without any prior work experience are expected to benefit more from and be more in need of subsidized work experience jobs at the minimum wage (i.e., SYETP jobs) than are older eligible youths.
  - the EDD/LMID's estimates of the representations of "American Indians and Alaskan Natives", of "Asians and Pacific Islanders" (including each subgroup thereof), of "Hispanics", and of "Others" in that portion of San Francisco's "Eligible Population of 14-21 years of age" are each increased by an arbitrary affirmative action factor of **(1.10)** because:
    - those estimates are based on "unadjusted 1990 Census Data" containing an undercount of at least (4.42%) in San Francisco's total population and of even larger (although undetermined) percentage for each of the race/ethnic groups indicated;
    - the estimates do not specifically reflect those who "can benefit from and are most in need of" services within that age range of eligibles;
    - such needs are better described by the combined and disproportionate effects that economic disadvantage, unemployment, and other barriers to employment have on members of these four race/ethnic groups;
    - more precise data quantifying these needs are not otherwise available; and
  - the EDD/LMID's estimates of the representation of "Blacks" in that portion of San Francisco's "Eligible Population of 14-21 years of age" is increased by an arbitrary affirmative action factor of **(1.30)** because:
    - those estimates are based on "unadjusted 1990 Census Data" containing an undercount of at least (4.42%) in San Francisco's total population and of even larger (although undetermined) percentage for each of the race/ethnic groups indicated;
    - the estimates do not specifically reflect those who "can benefit from and are most in need of" services within that age range of eligibles;
    - such needs are better described by the combined and disproportionate effects that economic disadvantage, unemployment, and other barriers to employment have on members of these four race/ethnic groups;
    - more precise data quantifying these needs are not otherwise available; and because
    - the Mayor and the PIC have determined that this "significant segment" can benefit most from and most in need of services from this subpart program.

ATTACHMENT 1 (P. 6 OF 6)

**For the Title IIC (82%-Year-Round Youth) Program Subpart:**

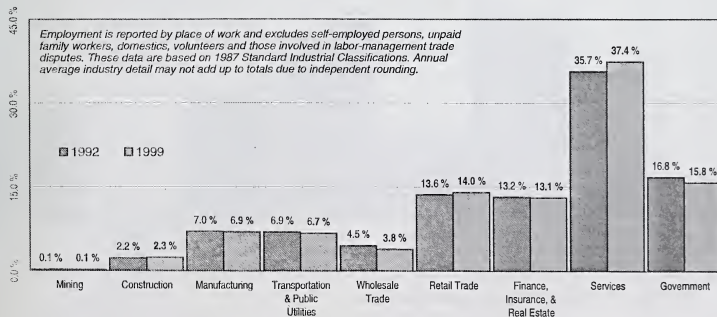
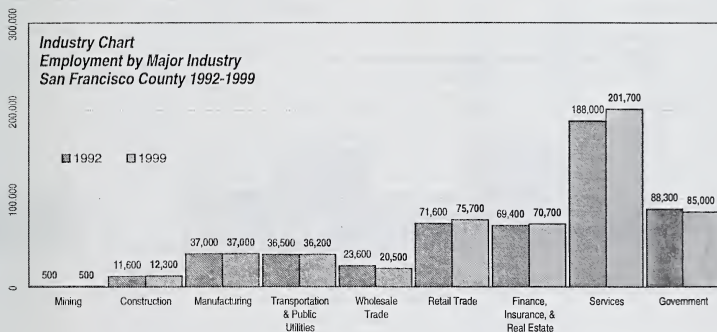
Enrollment goals in Column (D) are based on:

- the "equitability requirements" of section 141 (a) of the amended Act;
- the EDD/LMID's preliminary estimate of the number of eligible individuals in the age ranges of 16-21 years for each significant segment [Column (D)] where no differing PY'92-'93 Title IIB (SYETP) enrollment goal was established;
- the PY'92-'93 Title IIB (SYETP) enrollment goal established for each significant segment (or a revision of which was adopted by the Evaluation Committee on January 5th) where there is no differing EDD/LMID estimate; and,
- where there is both an EDD/LMID estimate and a PY'92-'93 Title IIB (SYETP) enrollment goal and they differ (as a result of later 1990 Census Data, as a result of structural change in the JTPA Program System, or as a result of both):
  - the EDD/LMID's estimates of the representations of "American Indians and Alaskan Natives", of "Asians and Pacific Islanders" (including each subgroup thereof), of "Hispanics", and of "Others" in that portion of San Francisco's "Eligible Population of 16-21 years of age" are each increased by an arbitrary affirmative action factor of **(1.10)** because:
    - those estimates are based on "unadjusted 1990 Census Data" containing an undercount of at least (4.42%) in San Francisco's total population and of even larger (although undetermined) percentage for each of the race/ethnic groups indicated;
    - the estimates do not specifically reflect those who "can benefit from and are most in need of" services within that age range of eligibles;
    - such needs are better described by the combined and disproportionate effects that economic disadvantage, unemployment, and other barriers to employment have on members of these four race/ethnic groups;
    - more precise data quantifying these needs are not otherwise available; and
  - the EDD/LMID's estimates of the representation of "Blacks" in that portion of San Francisco's "Eligible Population of 16-21 years of age" is increased by an arbitrary affirmative action factor of **(1.30)** because:
    - those estimates are based on "unadjusted 1990 Census Data" containing an undercount of at least (4.42%) in San Francisco's total population and of even larger (although undetermined) percentage for each of the race/ethnic groups indicated;
    - the estimates do not specifically reflect those who "can benefit from and are most in need of" services within that age range of eligibles;
    - such needs are better described by the combined and disproportionate effects that economic disadvantage, unemployment, and other barriers to employment have on members of these four race/ethnic groups;
    - more precise data quantifying these needs are not otherwise available; and because
    - the Mayor and the PIC have determined that this "significant segment" can benefit most from and most in need of services from this subpart program.

**ATTACHMENT 2 (P. 1 OF 4)**

**Wage & Salary Employment by Major Industry  
San Francisco County 1992-99 Annual Averages**

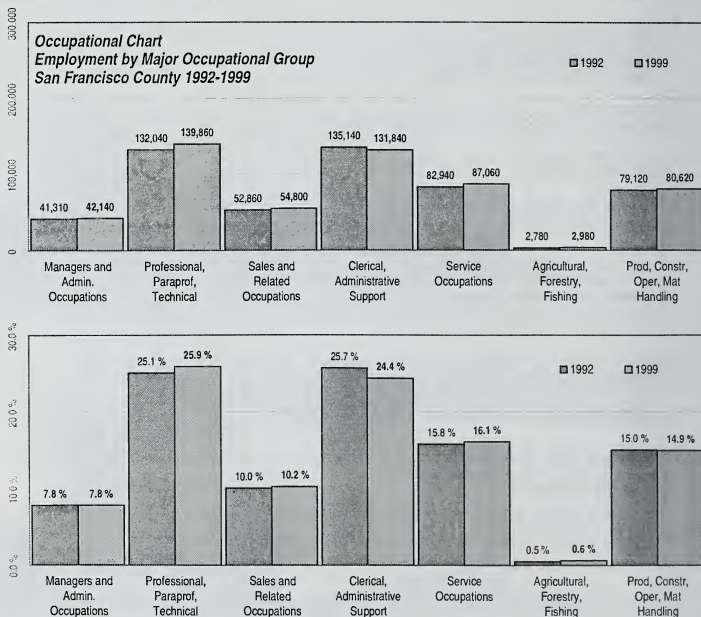
<b>Industry</b>	<b>1992</b>	<b>Percent of Total</b>	<b>1999</b>	<b>Percent of Total</b>
Total NonAgricultural Employment	526,500	100.0 %	539,600	100.0 %
Mining	500	0.1 %	500	0.1 %
Construction	11,600	2.2 %	12,300	2.3 %
Manufacturing	37,000	7.0 %	37,000	6.9 %
Transportation & Public Utilities	36,500	6.9 %	36,200	6.7 %
Wholesale Trade	23,600	4.5 %	20,500	3.8 %
Retail Trade	71,600	13.6 %	75,700	14.0 %
Finance, Insurance, & Real Estate	69,400	13.2 %	70,700	13.1 %
Services	188,000	35.7 %	201,700	37.4 %
Government	88,300	16.8 %	85,000	15.8 %



# ATTACHMENT 2 (P. 2 OF 4)

## Employment by Major Occupational Group San Francisco County 1992-1999 Annual Averages

Major Occupational Group	1992	Percent of Total	1999	Percent of Total	Absolute Change	Percent Change
Total All Occupations (1)	526,500	100.0 %	539,610	100.0 %	13,110	2.5 %
Managers and Admin. Occupations	41,310	7.8 %	42,140	7.8 %	830	2.0 %
Professional, Paraprof, Technical	132,040	25.1 %	139,860	25.9 %	7,820	5.9 %
Sales and Related Occupations	52,860	10.0 %	54,800	10.2 %	1,940	3.7 %
Clerical, Administrative Support	135,140	25.7 %	131,840	24.4 %	-3,300	-2.4 %
Service Occupations	82,940	15.8 %	87,060	16.1 %	4,120	5.0 %
Agricultural, Forestry, Fishing	2,780	0.5 %	2,980	0.6 %	200	7.2 %
Prod, Constr, Oper, Mat Handling	79,120	15.0 %	80,620	14.9 %	1,500	1.9 %



(1) Total is based on March 1992 benchmarked industry total.

## ATTACHMENT 2 (P. 3 OF 4)

OCCUPATIONS WITH THE FASTEST RATES OF JOB GROWTH  
SAN FRANCISCO COUNTY 1992-1999

OCCUPATION	ANNUAL AVERAGES		ABSOLUTE CHANGE	PERCENT CHANGE
	1992	1999		
Home Health Care Workers	380	460	80	21.1%
Systems Analysts--Electronic Data Processing	2,690	3,230	540	20.1%
Customer Service Representatives--Utilities	420	500	80	19.0%
Operations & Systems Researchers--Except Computer	620	730	110	17.7%
Offset Lithographic Press Setters	420	490	70	16.7%
Detectives, Investigators--Except Public	300	350	50	16.7%
Pressing Machine Operators--Textile, Garment	490	570	80	16.3%
Food Service Managers	1,030	1,190	160	15.5%
Construction Managers	590	680	90	15.3%
Food Servers--Outside	670	770	100	14.9%
Pressers--Hand	270	310	40	14.8%
Insurance Adjusters, Examiners, Investigators	1,400	1,600	200	14.3%
Tax Preparers	630	720	90	14.3%
Physical Therapy Assistants & Aides	210	240	30	14.3%
Financial Analysts, Statistical	780	890	110	14.1%
Animal Caretakers--Except Farm	290	330	40	13.8%
Physical Therapists	380	430	50	13.2%
Counter and Rental Clerks	1,010	1,140	130	12.9%
Property and Real Estate Managers	1,470	1,650	180	12.2%
Loan Officers and Counselors	1,500	1,680	180	12.0%
Computer Engineers	760	850	90	11.8%
Adjustment Clerks	2,630	2,930	300	11.4%
Cooks--Restaurant	3,350	3,730	380	11.3%
Laundry, Drycleaning Machine Operators--Ex. Press	900	1,000	100	11.1%
Teachers, Preschool & Kindergarten	1,180	1,310	130	11.0%
Hairdressers, Hairstylists	1,010	1,120	110	10.9%
Producers, Directors, Actors	460	510	50	10.9%
Human Services Workers	830	920	90	10.8%
Reporters and Correspondents	280	310	30	10.7%
Amusement, Recreation Attendants	280	310	30	10.7%
Industrial Engineers--Except Safety	660	730	70	10.6%
Recreational Therapists	290	320	30	10.3%
Engineering, Math, and Natural Science Managers	1,460	1,610	150	10.3%
Dental Assistants	780	860	80	10.3%
Recreation Workers	390	430	40	10.3%
Marketing, Advertising, Public Relations Managers	3,150	3,470	320	10.2%
Radiologic Technologist, Diagnostic	510	560	50	9.8%
Medical Assistants	730	800	70	9.6%
Heating, Air Conditioning, Refrigeration Mechanics	420	460	40	9.5%
Electrical and Electronic Engineers	1,490	1,630	140	9.4%
Food Preparation Workers	7,390	8,080	690	9.3%
Teachers--Vocational Education and Training	1,500	1,640	140	9.3%
Cooks--Short Order	870	950	80	9.2%
Truck Drivers, Light	4,110	4,480	370	9.0%
Sales Agents--Financial Services	2,340	2,550	210	9.0%
TOTAL OF THESE OCCUPATIONS (Excluding NECs)	53,320	59,520	6,200	11.6%

Projections by State of California, Employment Development Department, Labor Market Information Division



## ATTACHMENT 2 (P. 4 OF 4)

**OCCUPATIONS WITH THE GREATEST ABSOLUTE JOB GROWTH  
SAN FRANCISCO COUNTY 1992-1999**

OCCUPATION	ABSOLUTE AVERAGES		ABSOLUTE CHANGE	PERCENT CHANGE
	1992	1999		
Salespersons - Retail (Non-Vehicle)	14,820	15,660	840	5.7%
Food Preparation Workers	7,390	8,080	690	9.3%
Waiters and Waitresses	10,640	11,230	590	5.5%
Cashiers	7,630	8,190	560	7.3%
Systems Analysts--Electronic Data Processing	2,690	3,230	540	20.1%
Janitors, Cleaners--Except Maids	12,300	12,810	510	4.1%
Guards and Watch Guards	6,490	6,880	390	6.0%
Cooks--Restaurant	3,350	3,730	380	11.3%
Truck Drivers, Light	4,110	4,480	370	9.0%
Registered Nurses	9,810	10,160	350	3.6%
Marketing, Advertising, Public Relations Mgrs.	3,150	3,470	320	10.2%
Adjustment Clerks	2,630	2,930	300	11.4%
Receptionists, Information Clerks	6,080	6,310	230	3.8%
Financial Managers	5,470	5,690	220	4.0%
Sales Agents--Financial Services	2,340	2,550	210	9.0%
Insurance Adjusters, Examiners, Investigators	1,400	1,600	200	14.3%
Maintenance Repairers, General Utility	3,480	3,670	190	5.5%
Property and Real Estate Managers	1,470	1,650	180	12.2%
Loan Officers and Counselors	1,500	1,680	180	12.0%
Traffic, Shipping, Receiving Clerks	5,790	5,960	170	2.9%
Food Service Managers	1,030	1,190	160	15.5%
Engineering, Math, and Natural Science Mgrs.	1,460	1,610	150	10.3%
Accountants and Auditors	7,180	7,330	150	2.1%
Civil Engineers--Including Traffic	3,340	3,480	140	4.2%
Electrical and Electronic Engineers	1,490	1,630	140	9.4%
Computer Programmers, Including Aides	3,580	3,720	140	3.9%
Teachers--Secondary School	2,130	2,270	140	6.6%
Teachers--Vocational Education and Training	1,500	1,640	140	9.3%
Teachers, Preschool & Kindergarten	1,180	1,310	130	11.0%
Counter and Rental Clerks	1,010	1,140	130	12.9%
Cooks--Specialty Fast Food	1,640	1,770	130	7.9%
Operations & Systems Researchers--Except Comp	620	730	110	17.7%
Financial Analysts, Statistical	780	890	110	14.1%
Instructional Aides	1,540	1,650	110	7.1%
Designers, Except Interior and Floral	1,370	1,480	110	8.0%
Dining Room Attendants, Bar Helpers	2,660	2,770	110	4.1%
Hairdressers, Hairstylists	1,010	1,120	110	10.9%
Food Servers--Outside	670	770	100	14.9%
Gardeners, Groundskeepers-Except Farm	1,710	1,810	100	5.8%
Laundry, Drycleaning Machine Operators--Except F	900	1,000	100	11.1%
TOTAL OF THESE OCCUPATIONS (Excl. NECs)	149,340	159,270	9,930	6.6%

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1/26/96  
Planning &  
Evaluation



PRIVATE INDUSTRY COUNCIL  
of San Francisco, Inc.

**DRAFT MINUTES OF THE JOINT  
PLANNING & EVALUATION COMMITTEES MEETING**

**February 26, 1996**

**Evaluation Committee members**

**Present:** Leslie Lutgens, Steve Arcelona, Gary Fitschen, Frederick Jordan and Jim Kennedy  
**Absent:** John Cammidge, Brenda Cochrane, Robert Corrigan, Thomas Evans, Robert Hetler, Maurice Lim Miller and Kent Sims

**Planning Committee members**

**Present:** Brent Andrew, Michael Gonzales, Vanessa Johnson, Wayne Lawrence, Craig Martin, Maria Olivares, Fairfax Randolph, Barbara Thompson and Athena Tsougarakis  
**Absent:** Arthur Louie and Michael Mee

**Adoption of agenda**

Motion to accept the agenda as issued was made, seconded and approved by acclamation.

**Approval of minutes**

Motion to accept the minutes of the Planning Committee's December 14, 1995 meeting as issued, made, seconded and approved.

**PY'96-'97 Job Training Plan**

It was moved by Jim Kennedy and seconded by Athena Tsougarakis to accept PIC staff recommendations regarding the assumptions, industries, and characteristics to be used in designing the PY '96-'97 Job Training Plan.

**Ayes:** All  
**Nays:** None  
**Abstentions:** None

It was moved by Barbara Thompson and seconded by Vanessa Johnson to accept PIC staff recommendation to not issue a Request For Proposal for PY'96-'97 unless needed to achieve the program design.

**Ayes:** All  
**Nays:** None  
**Abstentions:** Michael Gonzales, Jim Kennedy, Maria Olivares

**Eligible SYETP proponents**

It was moved by Wayne Lawrence and seconded by Athena Tsougarakis to limit the eligible proponents for the Summer Youth Employment Training Program (SYETP). After a brief discussion of the motion, it was withdrawn by Mr. Lawrence with Ms. Tsougarakis' approval.

The meeting was adjourned at 11:25 a.m.





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PRIVATE INDUSTRY COUNCIL  
of San Francisco, Inc.  
MEMORANDUM

DOCUMENTS DEPT.

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TO: ALL MEMBERS, PRIVATE INDUSTRY COUNCIL  
MAYOR WILLIE L. BROWN, JR.

FROM: BRENT ANDREW AND LESLIE LUTTGENS, CHAIRPERSONS

SUBJECT: PRELIMINARY PROGRAM DESIGN RECOMMENDED FOR SAN FRANCISCO'S PY '96-'97 JOB TRAINING PLAN BY THE PIC EVALUATION AND PLANNING COMMITTEES

DATE: FEBRUARY 29, 1996

*Brent Andrew*  
*Leslie Luttgens*

**Background:**

The federal *Job Training Partnership Act* (JTPA) requires that:

1. a preliminary version of San Francisco's biennial Job Training Plan for Program Years 1996 and 1997 (i.e., from July 1st of this year to June 30th of 1998) be issued for thirty days of public review and comment by no later than Friday, March 1st;
2. the Mayor and the PIC jointly approve a final version of that Job Training Plan by no later than Friday, April 12th;
3. the Mayor and the PIC jointly submit that approved Plan to the Governor by no later than Friday, April 12th (however, the Governor will receive approved plans as late as Thursday, May 2nd); and
4. the Governor approve that Plan within thirty days of its submission (i.e., by Monday, May 13th or, if not submitted until May 2nd, by Saturday, June 1st) unless (the only exceptions permitted):
  - a. it is determined that one or more of the following five conditions exists (there are no plans to correct deficiencies found in prior audits or in meeting prior performance standards, the proposed administrative entity does not meet minimum standards, safeguards for the protection of funds are inadequate, the Plan does not comply with a particular provision or provisions of the Act, or the Plan does not comply with the Act's coordination criteria); or
  - b. an "interested party" files a petition with the Governor within fifteen days of its submission asking that the Plan be disapproved, in which case the Governor must approve or disapprove it within 45 days (i.e., by May 28th) of its submission.

If the Mayor and the PIC cannot agree on an approved plan by April 12th, the Governor is required to merge San Francisco with neighboring SDAs and all of the elected officials for that new enlarged SDA would be required to appoint a new PIC. The Governor's approval or disapproval of a locally-approved plan may be appealed to the U.S. Secretary of Labor.

These federal statutory requirements assume that:

5. all monies for Federal Fiscal Year 1996 (or for the first of the two "JTPA Program Years" to be included in those plans) were appropriated in October of 1995;
6. monies appropriated for the federal government's uses have been segregated from those appropriated for the uses of state governments and the latter have been "allotted" to each state by the formulae prescribed in the Act;
7. federal planning instructions for the uses of those "allotted" monies have been issued to the governors of all states;

8. monies "allotted" for the uses of state governments have been segregated from those appropriated for the uses in local "Service Delivery Areas" and the latter have been "allocated" for the consideration of public-private partners in all SDAs by the formulae prescribed in the Act; and
9. planning instructions for the uses of those "allocated" monies have been issued by the governor of each state to all SDA public-private partners within it.

Since:

10. no JTPA monies have been appropriated for FFY'96 (instead, several short-term "Continuing Resolutions" have been enacted with the current one ending on or about March 15th of this year) and since, based on the current "Continuing Resolution";
  - the U.S. Department of Labor can only estimate the proportionate shares (as opposed to allotment amounts) each state can expect to receive under the statutory formulae from those possible appropriations; and
  - the State can only provide extremely crude approximations of each SDA's allocations from the possible allotments California might receive;
11. there appears to be disagreement among federal officials about what the fiscal consequences of the current "Continuing Resolution" are; and
12. federal and State governments have consequently adopted assumptions and issued only very tentative instructions for the development of PY'96-'97 Job Training Plan that are generally consistent with these recommendations and the assumptions on which they are based:

the PIC and the Mayor should, if they intend to approve a PY'96-'97 Job Training Plan by April 12th, rely on their own assumptions, until another "Continuing Resolution" or alternative legislation is enacted or until either State or federal governments issue assumptions or supervening instructions that are not consistent with those contained in these recommendations.

#### **Proposed Assumptions:**

The Committees therefore recommend that the Mayor and the Council approve and submit a PY'96-'97 Job Training Plan by April 12th and that, in doing so, assume that federal legislation (representing a compromise between H.R. 1617 and S. 143 that is acceptable to the President, authorizing new "workforce development block grant programs", and repealing JTPA) will not be enacted to take effect before July 1st of 1998, at the earliest. Therefore, JTPA (which is permanent legislation) should be assumed to remain in effect during the entire two-years of a PY'96-'97 Job Training Plan, at minimum.

Appropriations proposed by the House of Representatives for all PY'96 JTPA Programs represent an average reduction of 26% from the appropriations that remained in effect for all of the current PY'95 JTPA Programs after the rescissions enacted in July and April of 1995 have been taken into account. These proposed reductions in appropriations would vary from none for the JTPA Title IIC (Year-Round Youth) Programs, to 17% for the JTPA Title IIA (Year-Round Adult) Programs, to 31% for the JTPA Title III (Dislocated Worker) Programs, and to 100% for the JTPA Title IIB (Summer Youth) Programs.

Because of disagreement over a striker replacement proposal, the Senate has still not adopted any proposed appropriations for PY'96 JTPA Programs. It is, however, potentially significant that, while not proposing any specific appropriations for 1996 JTPA Title IIB Summer Youth Programs, the Senate Appropriations Committee is proposing appropriations for the PY'96 JTPA Title IIC Year-Round Youth Programs that are double the amount being proposed by the House and it is proposing to expand the joint authority of the Mayor and the Council to permit them to transfer some or all of those "allocated" monies to the JTPA Title IIB Summer Youth Program with the Governor's approval. Nevertheless, the PY'96 Title IIC appropriation being proposed by this Senate Committee would still amount to less than thirty percent of the combined appropriations for both PY'95 Titles IIB and IIC Programs.

The current "Continuing Resolution" (which expires in mid-March) provides minimum appropriations for PY'96 JTPA Programs that are about 75% of the "post-rescission" appropriations for PY'95. It is still unclear if that minimum could be applied as an average for all four major JTPA Subpart Programs (i.e., Titles IIA, IIB, IIC, and IIL) combined or if it is intended to be applied only to each of the four major JTPA Subpart Programs based on the appropriations that have so far been proposed for PY'96. The former and the Senate Committee's version of the latter mean that a 1996 JTPA Title IIB (Summer Youth) Program is still possible, while the House version of the latter means there is no such possibility.

By the middle of next month, either another "Continuing Resolution" or some other kind of legislation appropriating monies for PY'96 JTPA Programs is expected to be enacted and it should clarify precisely what is being appropriated for each major PY'96 JTPA Subpart Program individually [particularly the JTPA Title IIB (Summer Youth) Program].

Until then, the Committees recommend that, with one exception, the appropriations being proposed by the House of Representatives be assumed to be the initial bases of all "allocations" that will be received for each subpart of San Francisco's PY'96-'97 Job Training Plan.

The 1996 JTPA Title IIB (Summer Youth) Program Subpart of that Plan would be the exception. While it is still unclear if there will be any new monies appropriated for 1996 Summer Youth Programs, \$300,000 of the approximately \$350,000 that remained unspent from San Francisco's 1995 Summer Youth Program has been transferred to its JTPA Title IIC (Year-Round Youth) Program for the remaining four months of PY'95.

Thus, only about \$50,000 of the unspent 1995 Summer Youth Program monies will remain available for the immediate development of a 1996 Summer Youth Program, if there is an appropriation for it. If all of the \$300,000 transferred to the Year-Round Youth Program is not used by June 30th of this year (that amount was originally intended for six months of operations), the remainder can either be retained in that subpart account and used to supplement the PY'96 Year-Round Youth Programs, transferred back and used to supplement the 1996 Summer Youth Program, or divided up and used for both purposes.

**The EDD/LMID's estimates of San Francisco's eligibles and, based on them, enrollment goals that are recommended for San Francisco's PY'96-'97 Job Training Plan:**

The Act still requires that Job Training Plans "... provide employment and training opportunities to those who can benefit from, and who are most in need of, such opportunities and shall make efforts to provide equitable services among substantial segments of the eligible populations". As the bases for determining "equitable services", it appears that the State still requires data from the Labor Market Information Division of its Employment Development Department (EDD/LMID) to be used.

After comparing the EDD/LMID's estimates of all "economically disadvantaged" San Franciscans who will be eligible for and in need of services from JTPA Title II Programs during PY'96-'97 with those it had previously projected would be eligible for and in need of those services from those same programs during PY'94-'95, the PIC Staff has concluded that there have been no significant changes in the characteristics of San Francisco's estimated eligibles between those two biennial periods. Please refer to the first table in Attachment 1.

As a result, the Committees recommend that both the enrollment goals and the rationales for them adopted by the Mayor and the Council for San Francisco's PY'94-'95 Job Training Plan be extended into and adopted for San Francisco's PY'96-'97 Job Training Plan with a continued priority for training women in "non-traditional occupations". Please refer to the second table and the four pages of rationales in Attachment 1.

The Committees also recommend that the "additional barriers to employment" adopted by the Mayor and the Council for the PY'94-'95 Job Training Plan be extended into and adopted for the PY'96-'97 Job Training Plan.

Those previously-adopted "additional barriers to employment" were "economically disadvantaged youths" who are "members of racial or ethnic minority populations" and "economically disadvantaged adults" who possess "limited English skills" and, while subject to the Governor's approvals, they would continue to define (along with other "barriers to employment" specified in the Act) those segments of San Francisco's eligible population which are "hard to serve" (denoted as "HTS" in the tables of data in Attachment 1).

While the EDD/LMID's "Planning Information Packet" does not contain any estimates on San Franciscans who will become eligible for JTPA Title III Programs (because it is generally not possible to project either the number or the characteristics of those who may become "dislocated workers" during any substantial period of time longer than sixty days) and while the PY'94-'95 enrollment goal established for serving "homeless economically disadvantaged" individuals during PY'94-'95 in JTPA Title II Programs was not only met but generally exceeded (despite the fact that no services under any PY'94-'95 subcontract was specifically reserved for that significant segment), the Committees still recommend that monies be reserved from the "allocation" of PY'96 JTPA Title III (60%-Formula) monies for retraining services for "dislocated workers" who are "long-term unemployed, homeless individuals".

**The EDD/LMID's and the PIC's projected demands for skilled labor from San Francisco employers and, based on them, occupations that are recommended as the bases for selecting training programs under San Francisco's PY'96-'97 Job Training Plan:**

The EDD/LMID and the PIC estimate that, while the City and County of San Francisco is projected to register only a very modest growth in the total number of jobs between 1992 and 1999 of about 2.5% (or less than a half a one percent during PY'96-'97), almost all of that growth will be reflected in jobs with "services" industries. The numbers of jobs in all eight other industrial groups are projected to remain unchanged or to register slight reductions. Please refer to the first table in Attachment 2.

By major occupational groups, only the "Professional, Para-professional, and Technical" and the "Service" occupations are projected to register increases while the other five groups are projected either to remain relatively unchanged or to decline slightly. Other than perhaps the significance of the projected reductions in "Clerical and Administrative Support" jobs, these projections are not dramatically different than those upon which San Francisco's PY'94-'95 Job Training Plan was based. Please refer to the second table in Attachment 2.

Within each of these major occupational groups, specific occupations that are projected to reflect the largest rates of growth and the largest numbers of additional jobs are displayed in the third and fourth tables of Attachment 2. None of these projected job opportunities include employers' needs to replace workers who retire or who leave those jobs for other reasons.

In the absence of firm pre-program commitments for available job vacancies from specific employers, the Committees recommend that these occupational projections be applied in selecting occupational training programs for the PY'96-'97 Job Training Plan.

**Recommended sources and criteria for selecting initial PIC Subcontractors for San Francisco's PY'96-'97 Job Training Plan:**

If the Committees' preceding recommendations with respect to enrollment and occupational goals for San Francisco's PY'96-'97 Job Training Plan are adopted as proposed, the Committees recommend that:

- no Request For Proposed (RFP) PY'96-'97 PIC Subcontracts be issued, at least initially;
- all initial Prime PIC Subcontracts for PY'96 be selected from the four different pools of proposed PY'94-'95 subcontracts that were submitted between January and July of 1994 and that have since been reaffirmed in writing by their proponents for consideration under the PY'96-'97 Job Training Plan based on:

- thorough evaluations by the Planning Committee of performance under each PY'94 subcontract (please refer to the PIC's "Annual Benefit/Cost Report" issued on November 30th of 1995) and, where applicable, the first six months of PY'95 (staffs of the PIC and of proponents will propose summary materials for this period); and,
- to the extents made necessary by "appropriations" and "allocations" or "reallocations" of additional PY'96-'97 JTPA monies that may be made, by PY'94-'95 proposals that are not reaffirmed for PY'96-'97, or by any PY'96-'97 enrollment or occupational goal that cannot otherwise be satisfied, re-evaluations of any other proposed PY'94-'95 subcontract that remains in any of those four pools;
- a waiver of the State's policy requiring competitive solicitations of subcontracts at least once every three years be requested (i.e., for possible extensions of PY'96 subcontracts into PY'97); and,
- with the exception of agreements for San Francisco's "One-Stop System" (e.g., the Assessment Center, etc.), limited RFPs be issued for additional PY'96-'97 proposals if there are no longer any competitive PY'94-'95 proposals to be considered for PY'96 or PY'97 subcontracts.

#### **Notices of Public Review, Public Hearings, and Solicitation of Comments:**

This constitutes the initially-proposed PY'96-'97 Job Training Plan for the City and County of San Francisco required by section 105 (a)(1) of the federal *Job Training Partnership Act*. Notices of its availability in this office and elsewhere were published in appropriate public media on February 27th.

Comments on and suggestions with respect to this plan are invited. Written comments or suggestions should be addressed to Raymond R. Holland, the PIC's Vice President of Planning and Legal Affairs, at the address in the letterhead. If received on or before March 31st, such comments and suggestions will receive written responses.

In accordance with section 15045 of California's Unemployment Insurance Code, this preliminary plan will be discussed by the full membership of the Private Industry Council of San Francisco at its next regularly scheduled meeting and public hearing at 3:00-4:30 p.m., on Tuesday, March 12th, at the PG&E Energy Center at 851 Howard Street in San Francisco.

Subsequent to that Council meeting and to the expected enactment by Congress and the President of appropriations for the current Federal Fiscal Year (and JTPA Program Year) 1996:

- the Planning Committee of the Private Industry Council will hold one or more additional public hearings (at dates, times, and places to be determined and published later) to formulate recommendations for PIC Subcontractors and for any other elements that seem to be necessary for San Francisco's PY'96-'97 Job Training Plan; and
- the Mayor and (at its next regularly-scheduled meeting at 3:00 p.m. on Tuesday, April 9th) the full Council will consider those and any other recommendations and suggestions received, formulate their recommendations for such a plan, and, by Friday, April 12th, jointly approve a PY'96-'97 Job Training Plan for the City and County of San Francisco for submission to the Governor.

Please contact Raymond Holland at the telephone numbers in the letterhead if there are any questions.

cc: PIC Staff and All PY'94-'95 Proponents  
 Scott Winkler, EDD/JTPD  
 John Rovane, Act. Sec'y, State Senate  
 E. Dotson Wilson, Chief Clerk, State Assembly  
 Ron Gurney, Bay Area EDD

Brian Cahill, SFDSS  
 Supt. Waldemar Rojas, SFUSD  
 Chancellor Del Anderson, SFCCD  
 Walter Johnson, SF Labor Council  
 G. Rhea Serpan, SF Chamber of Commerce

Attachments





## COMPARISON OF EDD/LMID'S TITLE II ESTIMATED ELIGIBLES

SIGNIFICANT SEGMENTS (A)	1990 CENSUS TOT. POP. (B)	PY94-95 EDD/LMID'S ESTIMATED TITLE II ELIGIBLES					PY96-97 EDD/LMID'S ESTIMATED TITLE II ELIGIBLES				
		ELIGIBLES AGES 14-21 (C)	ELIGIBLES AGES 16-21 (D)	ELIGIBLES AGES 16-21 (E)	ELIGIBLES AGES 22-72 (F)	ELIGIBLES AGES 55+ (G)	ELIGIBLES AGES 14-21 (C)	ELIGIBLES AGES 16-21 (D)	ELIGIBLES AGES 16-21 (E)	ELIGIBLES AGES 22-72 (F)	ELIGIBLES AGES 55-72 (G)
Total Number	723,959	10,878	7,897	76,169	64,024	NA	10,540	7,654	68,684	61,030	12,278
Universe	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %
Females	49.9 %	48.2 %	48.2 %	53.7 %	52.4 %	62.6 %	53.2 %	51.9 %	53.9 %	54.1 %	60.4 %
Males	50.1 %	51.8 %	51.8 %	46.3 %	47.6 %	37.4 %	46.8 %	48.1 %	46.1 %	45.9 %	39.6 %
Ages, 14-15	1.6 %	27.4 %					27.4 %				
Ages, 16-21	6.8 %	72.6 %	100.0 %	10.1 %			72.6 %	100.0 %	11.1 %		
Ages, 22-54	55.6 %			NA					71.0 %	79.9 %	
Ages, 55+	23.3 %			NA		100.0 %			17.9 %	20.1 %	100.0 %
AmInd(NH)	0.4 %	0.2 %	0.6 %	0.6 %	0.7 %	0.3 %	0.7 %	1.0 %	0.6 %	0.6 %	0.3 %
Asian-PacIsnd	28.4 %	35.8 %	32.3 %	27.6 %	26.7 %	34.0 %	33.6 %	29.6 %	27.8 %	27.6 %	37.1 %
•Asian-Indian	[0.4%]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]
•Chinese	[17.6%]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]
•Cambodian	[0.2%]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]
•Filipino	[5.9%]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]
•Hawaiian	[0.1%]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]
•Japanese	[1.7%]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]
•Korean	[0.9%]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]
•Samoan	[0.3%]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]
•Vietnamese	[1.3%]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]	[NA]
Blacks (NH)	10.5 %	30.0 %	23.3 %	17.6 %	17.6 %	15.9 %	24.9 %	23.1 %	19.7 %	19.2 %	16.4 %
Hispanic(NAPI)	13.9 %	19.2 %	22.3 %	15.3 %	15.8 %	11.0 %	23.0 %	25.8 %	18.2 %	17.2 %	11.1 %
Whites (NH)	46.6 %	14.4 %	21.1 %	37.9 %	38.9 %	38.7 %	17.8 %	20.4 %	33.7 %	35.4 %	35.1 %
Others (NH)	0.2 %	0.4 %	0.4 %	0.3 %	0.3 %	0.1 %					
Pub. Asst. Rec.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
•AFDC Recip.	[NA]	NA	NA	[NA]	[NA]	[NA]	NA	NA	NA	NA	NA
•SSI Recip.	[NA]	NA	NA	[NA]	[NA]	[NA]	NA	NA	NA	NA	NA
•GARCA Rec.	[NA]	NA	NA	[NA]	[NA]	[NA]	NA	NA	NA	NA	NA
Food Stamp Rec.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Disabled	NA	NA	NA	NA	NA	NA	7.9 %	9.3 %	19.7 %	21.0 %	34.4 %
Homeless	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
HTS Adults	NA	---	---	NA	NA	NA	---	---	NA	NA	NA
HTS Youths	NA	NA	NA	NA	---	---	15.4 %	18.9 %	32.6 %	34.3 %	54.3 %
•Sch. Dropouts	NA	[NA]	[NA]	[NA]	[NA]	[NA]	16.4 %	15.7 %	24.2 %	25.2 %	39.1 %
Lim. Eng. Prof	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Veterans	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

TBD means "To Be Determined", "NA" means that the data are "Not Available" (but that, if they were, they would be relevant), "..." means that the data are neither available nor relevant. Please refer to the attached explanations and rationales. "HTS" means "Hard To Serve" as defined in Sections 203 and 263 of the Act.

LEGEND:

## ENROLLMENT GOALS FOR SAN FRANCISCO'S PY'94-'95 JOB TRAINING PLAN

SIGNIFICANT SEGMENTS (A)	1990 CENSUS TOT. POP. (B)	EDD/LMD'S ESTIMATED TITLE II ELIGIBLES					PIC'S APPROVED ENROLLMENT GOALS			
		ELIGIBLES AGES 14-21 (C)	ELIGIBLES AGES 14-21 (D)	ELIGIBLES AGES 16+ (E)	ELIGIBLES AGES 22-72 (F)	ELIGIBLES AGES 55+ (G)	TITLE I/A (77%) (F)	TITLE I/A (5%-OIP) (G)	TITLE I/B (SYETP) (C)	TITLE I/C (82%) (D')
Total Number	723,959	10,878	7,897	78,169	64,024	NA	TBD	TBD	TBD	TBD
Universe	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100%	100%	100%	100%
Females	49.90%	48.20%	48.20%	53.70%	52.40%	62.60%	52%	63%	48%	48%
Males	50.10%	51.80%	51.80%	46.30%	47.60%	37.40%	48%	37%	52%	52%
Ages, 14-15	1.60%	100.00%	0%	0%	0%	0%	0%	0%	39%	0%
Ages, 16-21	6.80%	0%	100.00%	10.10%	0%	0%	0%	0%	61%	100%
Ages, 22-54	55.60%	0%	0%	NA	NA	NA	91%	0%	0%	0%
Ages, 55+	23.30%	0%	0%	NA	---	100.00%	9%	100%	0%	0%
AmInd (NH)	0.40%	0.20%	0.60%	0.60%	0.70%	0.30%	1%	0%	1%	1%
Asian+PacIsInd	28.40%	35.80%	32.30%	27.60%	26.70%	34.00%	39%	49%	37%	36%
•Asian-Indian	[0.4%]	[NA]	[NA]	[NA]	[NA]	[NA]	[1%]	[1%]	[1%]	[1%]
•Chinese	[17.6%]	[NA]	[NA]	[NA]	[NA]	[NA]	[24%]	[30%]	[23%]	[22%]
•Cambodian	[0.2%]	[NA]	[NA]	[NA]	[NA]	[NA]	[0%]	[0%]	[0%]	[0%]
•Filipino	[5.9%]	[NA]	[NA]	[NA]	[NA]	[NA]	[8%]	[10%]	[8%]	[8%]
•Hawaiian	[0.1%]	[NA]	[NA]	[NA]	[NA]	[NA]	[0%]	[0%]	[0%]	[0%]
•Japanese	[1.7%]	[NA]	[NA]	[NA]	[NA]	[NA]	[2%]	[3%]	[2%]	[2%]
•Korean	[0.9%]	[NA]	[NA]	[NA]	[NA]	[NA]	[1%]	[2%]	[1%]	[1%]
•Samoan	[0.3%]	[NA]	[NA]	[NA]	[NA]	[NA]	[1%]	[1%]	[0%]	[0%]
•Vietnamese	[1.3%]	[NA]	[NA]	[NA]	[NA]	[NA]	[2%]	[2%]	[2%]	[2%]
Blacks (NH)	30.00%	30.00%	23.30%	17.60%	17.60%	15.90%	28%	28%	33%	30%
Hispanic (NAPI)	13.90%	19.20%	22.30%	15.30%	15.80%	11.00%	23%	16%	24%	24%
Whites (NH)	46.60%	14.40%	21.10%	37.90%	38.90%	38.70%	9%	7%	5%	8%
Others (NH)	0.20%	0.40%	0.40%	0.30%	0.30%	0.10%	0%	0%	0%	1%
Pub. Asst. Rec.	NA	NA	NA	NA	NA	NA	30%	20%	45%	30%
•AFDC Recip.]	[NA]	NA	NA	[NA]	[NA]	[NA]	[18%]	[3%]	[40%]	[18%]
•SSI Recip.]	[NA]	NA	NA	[NA]	[NA]	[NA]	[1%]	[1%]	[1%]	[1%]
•GARCA Rec.]	[NA]	NA	NA	[NA]	[NA]	[NA]	[7%]	[1%]	[7%]	[7%]
Food Stmp Rec.	NA	NA	NA	NA	NA	NA	10%	10%	10%	10%
Disabled	NA	NA	NA	NA	NA	NA	10%	5%	10%	10%
Homeless	NA	NA	NA	NA	NA	NA	5%	5%	5%	5%
HTS Adults	NA	---	---	NA	---	---	80%	65%	---	---
HTS Youths	NA	NA	NA	NA	---	---	---	---	80%	80%
•[Sch. Drpouts]	NA	[NA]	[NA]	[NA]	[NA]	[NA]	NA	NA	[20%]	[75%]
Lim. Eng. Prof.	NA	NA	NA	NA	NA	NA	30%	30%	10%	30%
Veterans	NA	NA	NA	NA	NA	NA	9%	14%	0%	2%

TBD means "To Be Determined". "NA" means that the data are "Not Available" (but that, if they were, they would be relevant). "---" means that the data are neither available nor relevant. Please refer to the attached explanations and rationales. "HTS" means "Hard To Serve" as defined in Sections 203 and 263 of the Act.

LEGEND:



**RATIONALES FOR THE ENROLLMENT GOALS IN  
SAN FRANCISCO'S PY'94-'95 JOB TRAINING PLAN**

**For the Title IIA (77%-Year-Round Adult) Subpart:**

Enrollment goals in Column (F) are based on:

- the "equitability requirements" of section 141 (a) of the amended Act;
- the EDD/LMID's preliminary estimate of the number of eligible individuals between 22 and 72 years of age for each significant segment [Column (F)] where no differing PY'92-'93 Title IIA (78%) enrollment goal was established;
- the PY'92-'93 Title IIA (78%) enrollment goal established for each significant segment (or a revision of which was adopted by the Evaluation Committee on January 5th) where there is no differing EDD/LMID estimate; and,
- where there is both an EDD/LMID estimate and a PY'92-'93 Title IIA (78%) enrollment goal and they differ (as a result of later 1990 Census Data, as a result of structural change in the JTPA Program System, or as a result of both):
  - the EDD/LMID's estimates of the representations of "American Indians and Alaskan Natives", of "Asians and Pacific Islanders" (including each subgroup thereof), of "Hispanics", and of "Others" in that portion of San Francisco's "Eligible Population between the ages of 22 and 72 years" are each increased by an arbitrary affirmative action factor of (1.45) because:
    - those estimates are based on "unadjusted 1990 Census Data" containing an undercount of at least (4.42%) in San Francisco's total population and of even larger (although undetermined) percentage for each of the race/ethnic groups indicated;
    - the estimates do not specifically reflect those who "can benefit from and are most in need of" services within that age range of eligibles;
    - such needs are better described by the combined and disproportionate effects that economic disadvantage, unemployment, and other barriers to employment have on members of these four race/ethnic groups;
    - more precise data quantifying these needs are not otherwise available; and
  - the EDD/LMID's estimates of the representation of "Blacks" in that portion of San Francisco's "Eligible Population between the ages of 22 and 72 years" is increased by an arbitrary affirmative action factor of (1.60) because:
    - those estimates are based on "unadjusted 1990 Census Data" containing an undercount of at least (4.42%) in San Francisco's total population and of even larger (although undetermined) percentage for each of the race/ethnic groups indicated;
    - the estimates do not specifically reflect those who "can benefit from and are most in need of" services within that age range of eligibles;
    - such needs are better described by the combined and disproportionate effects that economic disadvantage, unemployment, and other barriers to employment have on members of these four race/ethnic groups;
    - more precise data quantifying these needs are not otherwise available; and because
    - the Mayor and the PIC have determined that this "significant segment" can benefit most from and most in need of services from this subpart program.

**For the Title IIA (5% Older Individuals' Program) Subpart:**

Enrollment goals in Column (G) are based on:

- the "equitability requirements" of section 141 (a) of the amended Act;
- the EDD/LMID's preliminary estimate of the number of eligible individuals 55 years of age and older for each significant segment [Column (G)] where no differing PY'92-'93 Title IIA (3%-OIP) enrollment goal was established;
- the PY'92-'93 Title IIA (3%-OIP) enrollment goal established for each significant segment (or a revision of which was adopted by the Evaluation Committee on January 5th) where there is no differing EDD/LMID estimate; and,
- where there is both an EDD/LMID estimate and a PY'92-'93 Title IIA (3%-OIP) enrollment goal and they differ (as a result of later 1990 Census Data, as a result of structural change in the JTPA Program System, or as a result of both):
  - the EDD/LMID's estimates of the representations of "American Indians and Alaskan Natives", of "Asians and Pacific Islanders" (including each subgroup thereof), of "Hispanics", and of "Others" in that portion of San Francisco's "Eligible Population of 55 years of age and older" are each increased by an arbitrary affirmative action factor of (1.45) because:
    - those estimates are based on "unadjusted 1990 Census Data" containing an undercount of at least (4.42%) in San Francisco's total population and of even larger (although undetermined) percentage for each of the race/ethnic groups indicated;
    - the estimates do not specifically reflect those who "can benefit from and are most in need of" services within that age range of eligibles;
    - such needs are better described by the combined and disproportionate effects that economic disadvantage, unemployment, and other barriers to employment have on members of these four race/ethnic groups;
    - more precise data quantifying these needs are not otherwise available; and
  - the EDD/LMID's estimates of the representation of "Blacks" in that portion of San Francisco's "Eligible Population of 55 years of age and older" is increased by an arbitrary affirmative action factor of (1.75) because:
    - those estimates are based on "unadjusted 1990 Census Data" containing an undercount of at least (4.42%) in San Francisco's total population and of even larger (although undetermined) percentage for each of the race/ethnic groups indicated;
    - the estimates do not specifically reflect those who "can benefit from and are most in need of" services within that age range of eligibles;
    - such needs are better described by the combined and disproportionate effects that economic disadvantage, unemployment, and other barriers to employment have on members of these four race/ethnic groups;
    - more precise data quantifying these needs are not otherwise available; and because
    - the Mayor and the PIC have determined that this "significant segment" can benefit most from and most in need of services from this subpart program.

**For the Title IIB Summer Youth Employment and Training Program (SYETP) Subpart:**

Enrollment goals in Column (C) are based on:

- the "equitability requirements" of section 141 (a) of the amended Act;
- the EDD/LMID's preliminary estimate of the number of eligible individuals in the age ranges of 14-21 years for each significant segment [the sum of Columns (C) and (D)] where no differing PY'92-'93 Title IIB (SYETP) enrollment goal was established;
- the PY'92-'93 Title IIB (SYETP) enrollment goal established for each significant segment (or a revision of which was adopted by the Evaluation Committee on January 5th) where there is no differing EDD/LMID estimate; and,
- where there is both an EDD/LMID estimate and a PY'92-'93 Title IIB (SYETP) enrollment goal and they differ (as a result of later 1990 Census Data, as a result of structural change in the JTPA Program System, or as a result of both):
  - the EDD/LMID's estimate of the representation of eligible youths "aged 14-15 years" was increased by an arbitrary affirmative action factor of **(1.40)** because the youngest eligible youths without any prior work experience are expected to benefit more from and be more in need of subsidized work experience jobs at the minimum wage (i.e., SYETP jobs) than are older eligible youths.
  - the EDD/LMID's estimates of the representations of "American Indians and Alaskan Natives", of "Asians and Pacific Islanders" (including each subgroup thereof), of "Hispanics", and of "Others" in that portion of San Francisco's "Eligible Population of 14-21 years of age" are each increased by an arbitrary affirmative action factor of **(1.10)** because:
    - those estimates are based on "unadjusted 1990 Census Data" containing an undercount of at least (4.42%) in San Francisco's total population and of even larger (although undetermined) percentage for each of the race/ethnic groups indicated;
    - the estimates do not specifically reflect those who "can benefit from and are most in need of" services within that age range of eligibles;
    - such needs are better described by the combined and disproportionate effects that economic disadvantage, unemployment, and other barriers to employment have on members of these four race/ethnic groups;
    - more precise data quantifying these needs are not otherwise available; and
  - the EDD/LMID's estimates of the representation of "Blacks" in that portion of San Francisco's "Eligible Population of 14-21 years of age" is increased by an arbitrary affirmative action factor of **(1.30)** because:
    - those estimates are based on "unadjusted 1990 Census Data" containing an undercount of at least (4.42%) in San Francisco's total population and of even larger (although undetermined) percentage for each of the race/ethnic groups indicated;
    - the estimates do not specifically reflect those who "can benefit from and are most in need of" services within that age range of eligibles;
    - such needs are better described by the combined and disproportionate effects that economic disadvantage, unemployment, and other barriers to employment have on members of these four race/ethnic groups;
    - more precise data quantifying these needs are not otherwise available; and because
    - the Mayor and the PIC have determined that this "significant segment" can benefit most from and most in need of services from this subpart program.

**For the Title IIC (82%-Year-Round Youth) Program Subpart:**

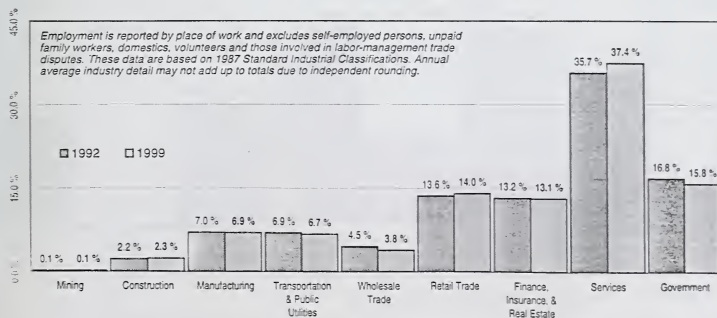
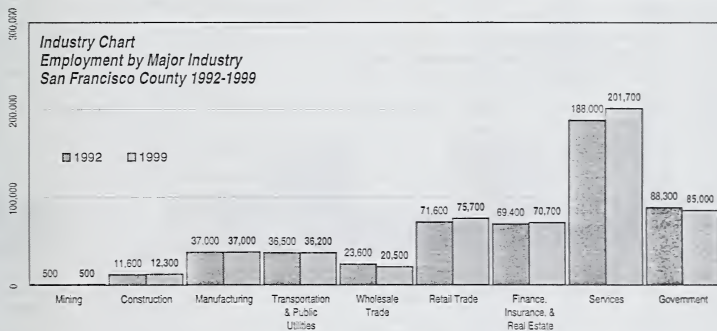
Enrollment goals in Column (D') are based on:

- the "equitability requirements" of section 141 (a) of the amended Act;
- the EDD/LMID's preliminary estimate of the number of eligible individuals in the age ranges of 16-21 years for each significant segment [Column (D)] where no differing PY'92-'93 Title IIB (SYETP) enrollment goal was established;
- the PY'92-'93 Title IIB (SYETP) enrollment goal established for each significant segment (or a revision of which was adopted by the Evaluation Committee on January 5th) where there is no differing EDD/LMID estimate; and,
- where there is both an EDD/LMID estimate and a PY'92-'93 Title IIB (SYETP) enrollment goal and they differ (as a result of later 1990 Census Data, as a result of structural change in the JTPA Program System, or as a result of both):
  - the EDD/LMID's estimates of the representations of "American Indians and Alaskan Natives", of "Asians and Pacific Islanders" (including each subgroup thereof), of "Hispanics", and of "Others" in that portion of San Francisco's "Eligible Population of 16-21 years of age" are each increased by an arbitrary affirmative action factor of (1.10) because:
    - those estimates are based on "unadjusted 1990 Census Data" containing an undercount of at least (4.42%) in San Francisco's total population and of even larger (although undetermined) percentage for each of the race/ethnic groups indicated;
    - the estimates do not specifically reflect those who "can benefit from and are most in need of" services within that age range of eligibles;
    - such needs are better described by the combined and disproportionate effects that economic disadvantage, unemployment, and other barriers to employment have on members of these four race/ethnic groups;
    - more precise data quantifying these needs are not otherwise available; and
  - the EDD/LMID's estimates of the representation of "Blacks" in that portion of San Francisco's "Eligible Population of 16-21 years of age" is increased by an arbitrary affirmative action factor of (1.30) because:
    - those estimates are based on "unadjusted 1990 Census Data" containing an undercount of at least (4.42%) in San Francisco's total population and of even larger (although undetermined) percentage for each of the race/ethnic groups indicated;
    - the estimates do not specifically reflect those who "can benefit from and are most in need of" services within that age range of eligibles;
    - such needs are better described by the combined and disproportionate effects that economic disadvantage, unemployment, and other barriers to employment have on members of these four race/ethnic groups;
    - more precise data quantifying these needs are not otherwise available; and because
    - the Mayor and the PIC have determined that this "significant segment" can benefit most from and most in need of services from this subpart program.

## ATTACHMENT 2 (P. 1 OF 4)

**Wage & Salary Employment by Major Industry  
San Francisco County 1992-99 Annual Averages**

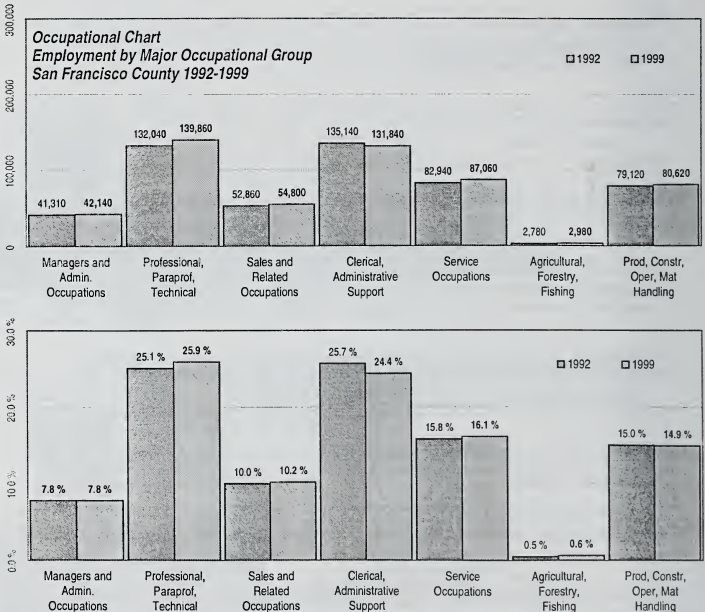
Industry	1992	Percent of Total	1999	Percent of Total
Total NonAgricultural Employment	526,500	100.0 %	539,600	100.0 %
Mining	500	0.1 %	500	0.1 %
Construction	11,600	2.2 %	12,300	2.3 %
Manufacturing	37,000	7.0 %	37,000	6.9 %
Transportation & Public Utilities	36,500	6.9 %	36,200	6.7 %
Wholesale Trade	23,600	4.5 %	20,500	3.8 %
Retail Trade	71,600	13.6 %	75,700	14.0 %
Finance, Insurance, & Real Estate	69,400	13.2 %	70,700	13.1 %
Services	188,000	35.7 %	201,700	37.4 %
Government	88,300	16.8 %	85,000	15.8 %



**ATTACHMENT 2 (P. 2 OF 4)**

**Employment by Major Occupational Group  
San Francisco County 1992-1999 Annual Averages**

<b>Major Occupational Group</b>	<b>1992</b>	<b>Percent of Total</b>	<b>1999</b>	<b>Percent of Total</b>	<b>Absolute Change</b>	<b>Percent Change</b>
Total All Occupations (1)	526,500	100.0 %	539,610	100.0 %	13,110	2.5 %
Managers and Admin. Occupations	41,310	7.8 %	42,140	7.8 %	830	2.0 %
Professional, Paraprof, Technical	132,040	25.1 %	139,860	25.9 %	7,820	5.9 %
Sales and Related Occupations	52,860	10.0 %	54,800	10.2 %	1,940	3.7 %
Clerical, Administrative Support	135,140	25.7 %	131,840	24.4 %	-3,300	-2.4 %
Service Occupations	82,940	15.8 %	87,060	16.1 %	4,120	5.0 %
Agricultural, Forestry, Fishing	2,780	0.5 %	2,980	0.6 %	200	7.2 %
Prod, Constr, Oper, Mat Handling	79,120	15.0 %	80,620	14.9 %	1,500	1.9 %



(1) Total is based on March 1992 benchmarked industry total.



## ATTACHMENT 2 (P. 3 OF 4)

OCCUPATIONS WITH THE FASTEST RATES OF JOB GROWTH  
SAN FRANCISCO COUNTY 1992-1999

OCCUPATION	ANNUAL AVERAGES		ABSOLUTE CHANGE	PERCENT CHANGE
	1992	1999		
Home Health Care Workers	380	460	80	21.1%
Systems Analysts--Electronic Data Processing	2,690	3,230	540	20.1%
Customer Service Representatives--Utilities	420	500	80	19.0%
Operations & Systems Researchers--Except Computer	620	730	110	17.7%
Offset Lithographic Press Setters	420	490	70	16.7%
Detectives, Investigators--Except Public	300	350	50	16.7%
Pressing Machine Operators--Textile, Garment	490	570	80	16.3%
Food Service Managers	1,030	1,190	160	15.5%
Construction Managers	590	680	90	15.3%
Food Servers--Outside	670	770	100	14.9%
Pressers--Hand	270	310	40	14.8%
Insurance Adjusters, Examiners, Investigators	1,400	1,600	200	14.3%
Tax Preparers	630	720	90	14.3%
Physical Therapy Assistants & Aides	210	240	30	14.3%
Financial Analysts, Statistical	780	890	110	14.1%
Animal Caretakers--Except Farm	290	330	40	13.8%
Physical Therapists	380	430	50	13.2%
Counter and Rental Clerks	1,010	1,140	130	12.9%
Property and Real Estate Managers	1,470	1,650	180	12.2%
Loan Officers and Counselors	1,500	1,680	180	12.0%
Computer Engineers	760	850	90	11.8%
Adjustment Clerks	2,630	2,930	300	11.4%
Cooks--Restaurant	3,350	3,730	380	11.3%
Laundry, Drycleaning Machine Operators--Ex. Press	900	1,000	100	11.1%
Teachers, Preschool & Kindergarten	1,180	1,310	130	11.0%
Hairdressers, Hairstylists	1,010	1,120	110	10.9%
Producers, Directors, Actors	460	510	50	10.9%
Human Services Workers	830	920	90	10.8%
Reporters and Correspondents	280	310	30	10.7%
Amusement, Recreation Attendants	280	310	30	10.7%
Industrial Engineers--Except Safety	660	730	70	10.6%
Recreational Therapists	290	320	30	10.3%
Engineering, Math, and Natural Science Managers	1,460	1,610	150	10.3%
Dental Assistants	780	860	80	10.3%
Recreation Workers	390	430	40	10.3%
Marketing, Advertising, Public Relations Managers	3,150	3,470	320	10.2%
Radiologic Technologist, Diagnostic	510	560	50	9.8%
Medical Assistants	730	800	70	9.6%
Heating, Air Conditioning, Refrigeration Mechanics	420	460	40	9.5%
Electrical and Electronic Engineers	1,490	1,630	140	9.4%
Food Preparation Workers	7,390	8,080	690	9.3%
Teachers--Vocational Education and Training	1,500	1,640	140	9.3%
Cooks--Short Order	870	950	80	9.2%
Truck Drivers, Light	4,110	4,480	370	9.0%
Sales Agents--Financial Services	2,340	2,550	210	9.0%
TOTAL OF THESE OCCUPATIONS (Excluding NECs)	53,320	59,520	6,200	11.6%

Projections by State of California, Employment Development Department, Labor Market Information Division

**OCCUPATIONS WITH THE GREATEST ABSOLUTE JOB GROWTH  
SAN FRANCISCO COUNTY 1992-1999**

OCCUPATION	ABSOLUTE AVERAGES		ABSOLUTE CHANGE	PERCENT CHANGE
	1992	1999		
Salespersons - Retail (Non-Vehicle)	14,820	15,660	840	5.7%
Food Preparation Workers	7,390	8,080	690	9.3%
Waiters and Waitresses	10,640	11,230	590	5.5%
Cashiers	7,630	8,190	560	7.3%
Systems Analysts--Electronic Data Processing	2,690	3,230	540	20.1%
Janitors, Cleaners--Except Maids	12,300	12,810	510	4.1%
Guards and Watch Guards	6,490	6,880	390	6.0%
Cooks--Restaurant	3,350	3,730	380	11.3%
Truck Drivers, Light	4,110	4,480	370	9.0%
Registered Nurses	9,810	10,160	350	3.6%
Marketing, Advertising, Public Relations Mgrs.	3,150	3,470	320	10.2%
Adjustment Clerks	2,630	2,930	300	11.4%
Receptionists, Information Clerks	6,080	6,310	230	3.8%
Financial Managers	5,470	5,690	220	4.0%
Sales Agents--Financial Services	2,340	2,550	210	9.0%
Insurance Adjusters, Examiners, Investigators	1,400	1,600	200	14.3%
Maintenance Repairers, General Utility	3,480	3,670	190	5.5%
Property and Real Estate Managers	1,470	1,650	180	12.2%
Loan Officers and Counselors	1,500	1,680	180	12.0%
Traffic, Shipping, Receiving Clerks	5,790	5,960	170	2.9%
Food Service Managers	1,030	1,190	160	15.5%
Engineering, Math, and Natural Science Mgrs.	1,460	1,610	150	10.3%
Accountants and Auditors	7,180	7,330	150	2.1%
Civil Engineers--Including Traffic	3,340	3,480	140	4.2%
Electrical and Electronic Engineers	1,490	1,630	140	9.4%
Computer Programmers, Including Aides	3,580	3,720	140	3.9%
Teachers--Secondary School	2,130	2,270	140	6.6%
Teachers--Vocational Education and Training	1,500	1,640	140	9.3%
Teachers, Preschool & Kindergarten	1,180	1,310	130	11.0%
Counter and Rental Clerks	1,010	1,140	130	12.9%
Cooks--Specialty Fast Food	1,640	1,770	130	7.9%
Operations & Systems Researchers--Except Comp	620	730	110	17.7%
Financial Analysts, Statistical	780	890	110	14.1%
Instructional Aides	1,540	1,650	110	7.1%
Designers, Except Interior and Floral	1,370	1,480	110	8.0%
Dining Room Attendants, Bar Helpers	2,660	2,770	110	4.1%
Hairdressers, Hairstylists	1,010	1,120	110	10.9%
Food Servers--Outside	670	770	100	14.9%
Gardeners, Groundskeepers-Except Farm	1,710	1,810	100	5.8%
Laundry, Drycleaning Machine Operators--Except F	900	1,000	100	11.1%
TOTAL OF THESE OCCUPATIONS (Excl. NECs)	149,340	159,270	9,930	6.6%



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Planning Committee



PRIVATE INDUSTRY COUNCIL  
of San Francisco, Inc.  
**NOTICE of a PUBLIC MEETING**  
of the  
✱ **PLANNING COMMITTEE**

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MAR 13 1996  
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DATE:	Friday, March 29, 1996
TIME:	9:30 a.m. -noon
LOCATION:	City College of San Francisco 33 Gough Street Auditorium

✱ **Agenda**

1. Adoption of agenda
2. Public testimony on agenda items as authorized by the Committee chairman throughout the meeting
3. Approval of minutes for the Planning/Evaluation Committee February 29, 1996 meeting (enclosed) \*
4. Subcontractor Evaluation for JTPA Titles IIA, IIC, & III.  
Staff will prepare subcontractor evaluations for the year-round adult, youth, older individuals, and displaced worker programs. (Materials to follow)
5. How and when subcontractors and tentative PY'96 budgets should be selected depending on whether there have or have not been any appropriations of PY'96 monies.
6. Public testimony on non-agenda items

\* May require Committee action

Issued March 15, 1996



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**(Chapter 67 of the San Francisco Administrative Code)**

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PRIVATE INDUSTRY COUNCIL  
of San Francisco, Inc.  
MEMORANDUM

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MAR 27 1996

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TO: MEMBERS OF THE PLANNING COMMITTEE

DATE: MARCH 22, 1996

FROM: STEVE ARCELONA, PRESIDENT

*Brenda Brown for Steve Arcelona*

SUBJECT: SUBCONTRACTOR EVALUATION JTPA TITLES IIA, IIC AND III

As of March 20, 1996, the Senate approved a \$166 Billion PY'96 Spending Bill which would restore an appropriation for the 1996 JTPA Title II-B Summer Youth Employment and Training Program. The following table shows the different appropriations that are now being proposed by the Senate and the House and the differences that must be reconciled by March 29th, the end of the eleventh "Continuing Resolution" that was enacted on March 21st.

	PY '95 Post-Resc.	House Approved PY'96	Senate PY'96
TITLE IIA	\$997 Million	\$831 Million	\$900 Million
TITLE IIB	867 Million	0	635 Million
TITLE IIC	127 Million	127 Million	127 Million
TITLE III	1,229 Million	867 Million	127 Million
Employment Service	915 Million	823 Million	1,200 Million
One-Stop	100 Million	125 Million	110 Million
School-to-Work	245 Million	246 Million	372 Million

Since staff is unable to estimate how much funding will be appropriated for the next program year, staff has prepared and prioritized a list by JTPA titles and program activity of subcontractors that have demonstrated satisfactory performance in carrying out its contractual obligations.

The priority list attached is based on staff evaluations of most JTPA subcontractors for the program year ending in 1995 (July 1, 1994-June 30, 1995), and the first six months of this program year (July 1, 1995-December 30, 1995). Some subcontractors' evaluation period may differ because of the recession of the Title IIC youth funds or subcontractors not receiving funding until this current program year. However, each subcontractor was evaluated individually based on the subcontract entered into with the PIC using the criteria listed below that was approved by your committee on March 22, 1995.

- The actual number of enrollments compared to planned number of enrollments.
- The actual number of placements compared to the planned number of placements.
- The placement rate (the number of placements divided by the total number of terminations times 100%).
- The number of Youth Employability Enhancements (YEE's) and Adult Employability Enhancements (AEE's) attained.
- The minimum proposed wage rate for participants placed in jobs compared to wage rate achieved.

- The characteristics of the participant served in comparison to the emphasis groups.
- Actual compared to planned expenditures and other financial factors, (i.e. audits, non-JTPA timely submission of invoices, adequacy of cost allocation plans, etc.).

Overall, subcontractors' performance has been satisfactory. However, staff has sent or is in the process of sending corrective action letters to several subcontractors for non-performance. Staff has identified those subcontractors in the evaluations and recommends that if their performance does not improve by June 30, 1996 they be placed on probation for the first six months of the new program year (PY'96).

PIC staff and representatives from each of the subcontractors will be available at the meeting on March 29th to address any questions the committee may want to discuss.

Attachments

cc: PIC staff

## SUBCONTRACTOR PRIORITY LIST

### TITLE II-A (77%) BASIC ADULT

Program Activity	Subcontractor
OESL	Career Resources Development Center
OESL	Korean Center, Inc.
OESL	Mission Language and Vocational School
IR	Jewish Vocational Service
IR	Career Resources Development Center
IR	* Bay Area Urban League
IR	* Third Baptist Church
OJT	Swords to Plowshares
OJT	San Francisco Vocational School
OJT	Jewish Vocational Service
OJT	* Arriba Juntos
OJT	* Bay Area Urban League
OJT	* Northern California Service League
OJT	* Outer Mission Ingleside Community Association
OCT	Asian Neighborhood Design
OCT	Mission Hiring Hall
OCT	City College of San Francisco/John Adams
OCT	San Francisco Vocational School
OCT	Center for Employment Training
OCT	* Chinatown American Cooks School

\* Received or will be receiving a corrective action letter



## TITLE II-C (82%) BASIC YOUTH

### Program Activity

### Subcontractor

OESL	Community Educational Services
OESL	Career Resources Development Center
OESL	Mission Language and Vocational School
OESL	* Vietnamese Youth Development Center

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IR	Career Resources Development Center
IR	Chinatown Youth Center

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OJT	Chinatown Youth Center
OJT	Arriba Juntos
OJT	OMICA

---

OCT	Asian Neighborhood Design
OCT	San Francisco Vocational Services
OCT	Mission Hiring Hall
OCT	* Chinatown American Cooks School
OCT	* Youth Guidance Center Improvement Committee

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BRE/IRO	San Francisco Educational Services
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\* Received a corrective action letter





## **TITLE II A -5% OLDER WORKER PROGRAM**

### **Program Activity**

OCT/ESL  
OCT/ESL  
OCT

### **Subcontractor**

Self Help for the Elderly  
Korean Center, Inc.  
Renaissance Experience Plus

## **TITLE II - A/C 5% INCENTIVE**

### **Program Activity**

BRE

### **Subcontractor**

Potrero Hill Community Development Center

## **Title II - A/C 8%-50% GAIN**

### **Program Activity**

BRE  
BRE/OCT

### **Subcontractor**

Arriba Juntos  
The Family School

## **Title III-A - 60% Formula Homeless Subcontractors Who Are Serving Long-term Unemployed Homeless Individuals**

### **Program Activity**

OCT  
IR  
IR  
OJT/IT  
OJT

### **Subcontractor**

Arriba Juntos  
Glide Memorial Church  
Goodwill Industries  
\* Northern California Service League  
\* Community Housing Partnership

\* Received or will be receiving a corrective action letter



MAR 27 1996

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Activity:OESL

Subcontractor: Career Resources Development Center  
Subpart: Title IIA 77% Adult

		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$137,080	\$79,454
	Plan	\$137,080	\$154,488
	% of Plan	100%	51%
Enrollments	Actual	46	25
	Plan	46	30
	% of Plan	100%	83%
Placements	Actual	25	11
	Plan	44	10
	% of Plan	57%	110%
Placement Rate	Actual	54%	92%
	Plan	90%	90%
Positive Term. Rate	Actual	87%	92%
	Plan	95%	95%
AEEs/YEEs	Actual	15	8
	Plan	0	0
	% of Plan	∞	∞
Wage Rate	Actual	\$6.79	\$7.87
	Plan	\$6.25	\$6.25
	% of Plan	107%	126%
Characteristics (Emphasis Groups)			
Hard-to-Serve Adults (Actual/Plan)		38/30	21/52*
Non-traditional jobs for women		2/0	0/0*
Homeless		1/0	0/2*

\* 6 month actual vs. 12 month plan

CRDC is operating an ESL/clerical training program for SF adults. One of the three planned program cycles is geared towards the medical/clerical field and included medical terminology and medical manager software in its curriculum. Targeted jobs for this cycle's participants are clerical positions in medical environments. The other two cycles teach clerical/computer skills only.

In PY '94, CRDC met its enrollment goal, fell short of its placement goal, and exceeded its AEE goal.

For PY '95, at the end of December, it was at 83% of its enrollment goal and 110% of its placement goal.

All program paperwork has been submitted on time.



Subcontractor: **Korean Center, Inc.**

Activity: **OESL**

Subpart: **Title IIA 77% Adults**

		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$74,211	\$40,518
	Plan	\$74,211	\$73,163
	% of Plan	100%	55%
Enrollments	Actual	27	11
	Plan	25	11
	% of Plan	108%	100%
Placements	Actual	17	4
	Plan	24	2
	% of Plan	71%	200%
Placement Rate	Actual	63%	100%
	Plan	89%	67%
Positive Term. Rate	Actual	63%	100%
	Plan	63%	67%
AEEs/YEEs	Actual	7	4
	Plan	1	0
	% of Plan		N/A
Wage Rate	Actual	\$7.34	\$7.35
	Plan	\$6.50	\$6.50
	% of Plan	113%	113%
Characteristics (Emphasis Groups)			
Hard-to-Serve (adults)		actual/plan	
		27/25	11/25*
Non-traditional jobs for women		N/A	N/A
Homeless		N/A	N/A

\* 6 month actual vs 12 month plan

Korean Center, Inc. (KCI) operates an occupational English-as-a-Second Language training for clerical occupations. KCI demonstrated solid performance numbers with their Adult contract. Staff is on schedule with meeting overall contract goals. All required forms and paperwork are submitted on time. Staff is both professional and courteous when responding to staffs needs. Staff has attended all required meeting.





## Subpart: Title IIA 77% Adult

		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$129,116	\$127,282
	Plan	\$129,119	\$75,807
	% of Plan	100%	60%
Enrollments	Actual	54	32
	Plan	53	39
	% of Plan	102%	82%
Placements	Actual	31	5
	Plan	39	6
	% of Plan	79%	83%
Placement Rate	Actual	57	83%
	Plan	73	73%
Positive Term. Rate	Actual	80%	83%
	Plan	73%	87%
AEEs/YEEs	Actual	12	5
	Plan	12	3
	% of Plan	100%	166%
Wage Rate	Actual	\$7.57	\$9.11
	Plan	\$7.00	\$7.00
	% of Plan	108%	130%
Characteristics (Emphasis Groups)			
Hard-to-Serve (adults)		actual/plan	
		50/22	32/20*
Non-traditional jobs for women		N/A	0/1
Homeless		0/2	0/2

\* 6 month actual vs 12 month plan

Mission Language and Vocational School (MLVS) operated and occupational English as-a-second Language training for clerical occupations, computer terminal operations, word processing, typing and secretarial skills training. MLVS has consistently had outstanding performance numbers and this year they are meeting their contracted goals. All paperwork has been submitted in a timely manner, and all mandatory meetings have been well attended.



		PY'94 12 months	PY'95 6 months
Expenditure	Actual	NA	\$14,633
	Plan	NA	\$28,945
	% of Plan	NA	51%
Enrollments	Actual	NA	12
	Plan	NA	6
	% of Plan	NA	200%
Placements	Actual	NA	1
	Plan	NA	0
	% of Plan	NA	∞
Placement Rate	Actual	NA	100%
	Plan	NA	
Positive Term. Rate	Actual	NA	100%
	Plan	NA	
AEEs/YEEs	Actual	NA	1
	Plan	NA	
	% of Plan	NA	
Wage Rate	Actual	NA	\$8.50
	Plan	NA	\$8.00
	% of Plan	NA	106%
Characteristics (Emphasis Groups)			
Hard-to-Serve (actual/plan)		NA	12/18 *
Non-traditional jobs for women		NA	0/3
Homeless		NA	2/4

\* 6 month actual vs 12 month plan.

Jewish Vocational Service (JVS) is operating an Individual Referral training program. PY 95' is the first year that JVS has operated an IR program. Six months of statistics shows that at the end of December JVS had exceed both their enrollment and placement goals.

JVS has submitted all paperwork in a timely manner, and staff has attended all required.



		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$12,387	\$19,965
	Plan	\$12,387	\$36,619
	% of Plan	100%	55%
Enrollments	Actual	10	11
	Plan	10	18
	% of Plan	100%	61%
Placements	Actual	6	0
	Plan	9	0
	% of Plan	67%	NA
Placement Rate	Actual	60%	NA
	Plan	90%	NA
Positive Term. Rate	Actual	60%	NA
	Plan	90%	NA
AEEs/YEEs	Actual	NA	0
	Plan	NA	0
	% of Plan	NA	NA
Wage Rate	Actual	\$10.02	NA
	Plan	\$6.25	NA
	% of Plan	160%	NA
Characteristics (Emphasis Groups)			
Hard-to-Serve Adults (Actual/Plan)		10/10	5/29*
Non-traditional jobs for women		0/0	0/3*
Homeless		2/3	1/1*

\* 6 month actual vs. 12 month plan

CRDC is operating an individual referral training program for SF adults, with emphases on enrolling African American males and finding non-traditional training programs and jobs for women.

In PY '94, CRDC reached its enrollment goal, but fell short of its placement goal.

For PY '95, it is behind in its enrollments. The planned goal for the end of December was 18, but CRDC only had 11 enrolled. (As of the end of February, it is still behind - 18 of 28 planned, but the rest of the enrollments should occur in March with an Electrical Wiring Technician program just approved.)

All program paperwork has been submitted on time.





Subcontractor: Bay Area Urban League  
Subpart: Title II A 77% Adult

Activity: IR

		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$27975.00	\$17549.00
	Plan	\$30572.00	\$36147.00
	% of Plan	92%	49%
Enrollments	Actual	12	3
	Plan	11	10
	% of Plan	109%	30%
Placements	Actual	4	0
	Plan	9	2
	% of Plan	44%	0%
Placement Rate	Actual	50%	NA
	Plan	82%	
Positive Term. Rate	Actual	50%	NA
	Plan	50%	
AEEs/YEEs	Actual	N/A/	NA
	Plan	N/A	
	% of Plan	N/A	
Wage Rate	Actual	\$8.41	NA
	Plan	6.25	
	% of Plan	135%	
Characteristics (Emphasis Groups)			
Hard-to-Serve (actual/plan)		11/14	3/14 *
Non-traditional jobs for women		NA	NA
Homeless		3/1	1/1 *

\* 6 month actual vs12 month plan.

Bay Area Urban League (BAUL) is operating an Individual Referral training program with an emphasis on serving the African American population. This is BAUL's second year operating an IR training program.

PY 94" BAUL met its goals for enrollment but fell short of achieving its goals for placements.

PY 95" BAUL are behind with enrollments and placements which raises some concern in view of last year's problems. PIC staff requested a corrective action plan for this contract year and as of the end of February they are still behind with both enrollments and placements. BAUL staff has submitted a corrective action plan which we are monitoring to insure that they meet this year's contractual goals. In light of the difficulties in achieving their contract goals PIC staff is recommending that if BAUL does not achieve its contracted goals by the end of the contract period (June 30, 1996) that they be placed on Probation for the first six months of PY 96".

BAUL staff needs to pay close attention in submitting forms and documents on time. Staff has attended all required meetings.



Subcontractor: **Third Baptist Church**  
 Subpart: **Tilte II A 77% Adult**

Activity: IR

		PY'94 12 months	PY'95 6 months
Expenditure	Actual		\$13,942
	Plan		\$35,719
	% of Plan	NA	39%
Enrollments	Actual		8
	Plan		14
	% of Plan	NA	57%
Placements	Actual		0
	Plan		6
	% of Plan	NA	0%
Placement Rate	Actual		NA
	Plan	NA	
Positive Term. Rate	Actual		NA
	Plan	NA	
AEEs/YEEs	Actual		
	Plan		
	% of Plan	NA	NA
Wage Rate	Actual		
	Plan		
	% of Plan	NA	
Characteristics (Emphasis Groups)			
Hard-to-Serve (actual/plan)		NA	5/17 *
Non-traditional jobs for women		NA	NA
Homeless		NA	NA

\* 6 month actual and 12 month plan.

Third Baptist Church (TBC) is operating an Individual Referral (IR) training program for adults with an emphasis on training the African American population.

This is TBC first year operating an IR training program, but TBC have operator an refugee services contract for a numbers of years. TBC staff has encountered some problems with both enrollment and placement. Some of the problems can be credited to a late started by the agency and participant not showing-up certification. TBC staff have make some improvement as of February 29, 1996, they have achieved placements, and have enrolled a total of 8 participants.

Staff is requesting a Corrective Action to allow the agency to outline how they plan to correct their deficiencies. In light of the difficulties in achieving their contract goals, PIC staff is recommending that if TBC does not achieve its contracted goals by the end of the contract period (June 30, 1996) that they be placed on Probation for the first six months of PY 96".

March 25, 1996



		PY'94 12 months	PY'95 6 months
Expenditure	Actual		
	Plan		
	% of Plan		
Enrollments	Actual		
	Plan		
	% of Plan		
Placements	Actual		
	Plan		
	% of Plan		
Placement Rate	Actual		
	Plan		
Positive Term. Rate	Actual		
	Plan		
AEEs/YEEs	Actual		
	Plan		
	% of Plan		
Wage Rate	Actual		
	Plan		
	% of Plan		
Characteristics (Emphasis Groups)			
Hard-to-Serve (youth/adults)			
Non-traditional jobs for women			
Homeless			

\*6 month actual vs 12 month plan

Swords To Plowshares operated an OJT program for veterans in PY '94. Performance was good. Correct reports were submitted in timely manner. Staff attended all required meetings and workshops.

This current PY, Stp is operating an OJT program for the same population in PY '94. Enrollment was somewhat low during the first six months, but lately, there has been marked increase in enrollment and placement. Correct reports were submitted promptly. Staff attend attend all required meetings and workshops. It is projected that STP can achieve its goals this PY '95.





Subcontractor: **San Francisco Vocational Services**  
 Subpart: **Title IIA 77% Adult**

Activity: **OJT**

		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$47,783	\$24,490
	Plan	\$49,657	\$48,936
	% of Plan	96%	50%
Enrollments	Actual	13	7
	Plan	19	10
	% of Plan	68%	70%
Placements	Actual	12	4
	Plan	16	3
	% of Plan	75%	133%
Placement Rate	Actual	92%	100%
	Plan	84%	30%
Positive Term. Rate	Actual	92%	100%
	Plan	84%	30%
AEEs	Actual	0	4
	Plan	0	1
	% of Plan	0%	400%
Wage Rate	Actual	\$6.96	\$8.50
	Plan	\$6.25	\$6.25
	% of Plan	111%	136%
Characteristics (Emphasis Groups)			
Hard-to-Serve adults			*
	actual/plan	13/3	7/8
Non-traditional jobs for women		1/1	0/1
Homeless		0/0	0/0

\* 6-month actual vs 12-month plan

In PY '94, San Francisco Vocational Services operated an OJT program for a population with disabilities. Performance was good. Correct reports were submitted promptly. Staff attended all required meetings and workshops.

This current PY '95 San Francisco Vocational Services is operating an OJT program for the same population with disabilities. Performance is good. Correct reports were submitted promptly. Staff attended all required meetings and workshops.



Subcontractor: **Jewish Vocational Service**  
 Subpart: **Title IIA 77% Adult**

Activity: **OJT**

		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$63,930	\$32,735
	Plan	\$63,930	\$63,028
	% of Plan	100%	52%
Enrollments	Actual	26	7
	Plan	31	12
	% of Plan	84%	58%
Placements	Actual	24	1
	Plan	29	4
	% of Plan	83%	25%
Placement Rate	Actual	92%	100%
	Plan	94%	100%
Positive Term. Rate	Actual	92%	100%
	Plan	94%	100%
AEEs	Actual	0	1
	Plan	0	4
	% of Plan	NA	25%
Wage Rate	Actual	\$9.26	\$8.00
	Plan	\$8.00	\$8.00
	% of Plan	116%	100%
Characteristics (Emphasis Groups)			
Hard-to-Serve		*	
Adults	actual/plan	26/31	7/31
Non-traditional jobs			
for women	actual/plan	1/4	0/4
Homeless	actual/plan	0/8	0/0

\* 6-month actual vs 12-month plan

In PY '94, Jewish Vocational Service operated an OJT program for Jewish refugees. Performance was good. Correct reports were submitted promptly.

This current PY '95, JVS operates an OJT program for Jewish refugees. During the first six months of PY '95, enrollments and placements were somewhat low, but as of February 29, 1996, enrollments has increased to eighteen out of twenty planned, and placements increased to five out of twelve planned. Correct reports are submitted in a timely manner. Staff attended all required meetings and workshops.



		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$100,418	\$56,956
	Plan	\$100,418	\$98,985
	% of Plan	100%	58%
Enrollments	Actual	3700%	14
	Plan	3700%	17
	% of Plan	100%	82%
Placements	Actual	3300%	3
	Plan	3400%	15
	% of Plan	97%	20%
Placement Rate	Actual	89%	100%
	Plan	97%	88%
Positive Term. Rate	Actual	89%	100%
	Plan	97%	88%
AEEs	Actual	0%	2
	Plan	0%	8
	% of Plan	0%	25%
Wage Rate	Actual	\$8.17	\$7.67
	Plan	\$7.00	\$7.00
	% of Plan	117%	109%
Characteristics (Emphasis Groups)			
Hard-to-Serve adults			*
	actual/plan	31/29	14/20
Non-traditional jobs for women		1/2	0/2
Homeless		0/2	0/2

\* 6-month actual vs 12-month plan

In PY '94, Arriba Juntos operated an OJT program for latino adults. Performance was good. Correct reports were submitted promptly. Staff attended all required meetings.

In PY '95, Arriba Juntos is operating an OJT program for the adult latino population. Placements were low in the first six months of the new program year, but as of February 29, 1996, AJ's enrollments increased to 27 out of 29 planned, but they still had not met their placement goals. corrective action is being requested of AJ to outline how they plan to achieve their placement goals.

All paperwork has been submitted in a timely manner, and staff has attended all required meetings.





Subcontractor: Bay Area Urban League  
Subpart: Title IIA 77% Adult

Activity: OJT

		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$127,749	\$66,311
	Plan	\$136,918	\$134,953
	% of Plan	93%	49%
Enrollments	Actual	26	13
	Plan	44	21
	% of Plan	59%	62%
Placements	Actual	16	3
	Plan	36	7
	% of Plan	44%	43%
Placement Rate	Actual	62%	100%
	Plan	82%	33%
Positive Term. Rate	Actual	62%	100%
	Plan	82%	33%
AEEs	Actual	0	3
	Plan	0	7
	% of Plan	NA	43%
Wage Rate	Actual	\$7.86	\$9.13
	Plan	\$6.25	\$6.25
	% of Plan	126%	146%
Characteristics (Emphasis Groups)			
Hard-to-Serve adults			*
	actual/plan	2/31	11/39
Non-traditional jobs for women		1/2	1/2
Homeless		6/4	3/4

\* 6-month actual vs 12-month plan

In PY '94 Bay Area Urban League operated an OJT program mainly for African-Americans. Subcontractor fell short of attaining its goals in enrollment and placements levels. Not all required reports were submitted promptly. Staff attended all required meetings and workshops.

This PY '95, BAUL is operating an OJT program mostly for African-Americans. In the first six months of PY '95, BAUL is still not meeting its contracted goals for enrollments and placements. BAUL indicated in a response to a corrective action letter that it will exert more efforts in job developing to achieve its goals. At the end of February, 1996, BAUL has not achieved its goals on enrollments and placements.

If Bay Area Urban League does not achieve its contracted goals by the end of the contract year (June 30, 1996) Staff is recommending that they be placed on probation for six months beginning July 1, 1996.



		PY'94 12 months	PY'95 6 months
Expenditure	Actual		\$20,499
	Plan		\$40,808
	% of Plan		50%
Enrollments	Actual		2
	Plan		8
	% of Plan		25%
Placements	Actual		1
	Plan		4
	% of Plan		25%
Placement Rate	Actual		100%
	Plan		50%
Positive Term. Rate	Actual		100%
	Plan		100%
AEEs	Actual		0
	Plan		3
	% of Plan		0%
Wage Rate	Actual		\$7.50
	Plan		\$6.25
	% of Plan		120%
Characteristics (Emphasis Groups)			
Hard-to-Serve adults			*
	actual/plan		2/21
Non-traditional jobs for women			0/0
Homeless			0/2

\* 6-month actual vs 12-month plan

This PY '95 Northern California Service League is contracted to operate an OJT program for ex-offenders. In the first six months of the PY '95 NCSL has not achieved any of its contract goals. A Corrective Action letter was sent to the Subcontractor indicating their low performance. In their response to the Corrective Action letter, NCSL responded by stating that they will exert more efforts to developing jobs and hope to achieve their goals at the end of February. At the end of February, NCSL were still not achieving their planned goals.

Staff has not attended all required meetings, nor has all reports and required forms been submitted correctly or promptly.

If NCSL does not achieve its contracted goals by the end of the contract year (June 30, 1996) we are recommending that they be placed on probation during the first six months of PY '96.



		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$133,591	\$64,744
	Plan	\$134,203	\$121,703
	% of Plan	100%	P
Enrollments	Actual	18	0
	Plan	21	12
	% of Plan	86%	0%
Placements	Actual	5	0
	Plan	16	12
	% of Plan	31%	0%
Placement Rate	Actual	28%	NA
	Plan	76%	40%
Positive Term. Rate	Actual	28%	NA
	Plan	76%	60%
AEEs	Actual	0	0
	Plan	0	1
	% of Plan	NA	0%
Wage Rate	Actual	\$12.07	0
	Plan	6.25	\$6.25
	% of Plan	193%	0
Characteristics (Emphasis Groups)			
Hard-to-Serve			*
adults	actual/plan	18/21	0/19
Non-traditional jobs for women		0/3	0/3
Homeless		0/0	0/1

\* 6-month actual vs 12-month plan

In PY '94, OMICA operated an OJT program for African-American residents of Oceanview, Ingleside, Visitacion Valley, Bayview and Hunters Point. Although enrollments were high, placements were not achieved. Reports were always submitted late, Staff did not always attend all required meetings, and Staff did not always respond in timely manner to PIC's requests.

This PY '95, OMICA is operating an OJT program for the same population as stated above. In the first six months of PY 95 no enrollment s were achieved although there were nine enrollments in the last week of December, 1995, but were not recorded until January, 1996 because correct enrollment forms were not submitted promptly . After several phone calls, enrollments documents were finally submitted. A corrective action was requested to address the concerns of enrollments and placements, paperworks, and the non-attendance of required meetings. OMICA did address these concerns, but at the end of February, they are still behind with enrollments and placements, and have not attended all required meetings.

If OMICA does not achieve its contracted goals by the end of the contract year (June 30, 1996) we are recommending that they be placed on probation for the first six months beginning July 1, 1996.



		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$63,930	\$27,990
	Plan	\$63,930	\$63,017
	% of Plan	100%	44%
Enrollments	Actual	23	12
	Plan	23	13
	% of Plan	100%	92%
Placements	Actual	15	2
	Plan	15	3
	% of Plan	100%	67%
Placement Rate	Actual	65%	100%
	Plan	65%	
Positive Term. Rate	Actual	83%	100%
	Plan	83%	
AEEs/YEEs	Actual		2
	Plan	4	5
	% of Plan		40%
Wage Rate	Actual	\$8.15	\$6.75
	Plan	\$6.25	\$6.25
	% of Plan	130%	108%
Characteristics (Emphasis Groups)			
Hard-to-Serve (actual/plan )		19/15	12/23 *
Non-traditional jobs for women		7/8	0/9 *
Homeless		0/3	2/1 *

\* 6 month actual vs12 month plan.

Asian Neighborhood Design (AND) is operating an occupational classroom training (OCT) program for hard to serve adults with emphasis on non traditional jobs for women in the construction, cabinet making and carpentry fields.

PY 94' AND reached its enrollment and placement goals. PY 95' AND have encountered some difficulty with placements for the first six months of the contract, but as of February 29, 1996 they have increased their placements by five to a total of seven (78%). AND staff needs to pay close attention to submitting its invoices on time, but other paperwork is submitted in a timely manner, and staff have attended all required meeting.

AND is an experienced agency and should not have any difficulties achieving its contractual goals





Subcontractor: Mission Hiring Hall  
 Subpart: Tiltle II A 77%-Adult

Activity: OCT

		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$40559.00	\$20843.00
	Plan	\$40222.00	\$39642.00
	% of Plan	101%	53%
Enrollments	Actual	14	7
	Plan	14	8
	% of Plan	100%	88%
Placements	Actual	11	3
	Plan	12	0
	% of Plan	92%	0%
Placement Rate	Actual	79%	75%
	Plan	85%	
Positive Term. Rate	Actual	79%	75%
	Plan	79%	
AEEs/YEEs	Actual	NA	1
	Plan	NA	
	% of Plan	NA	
Wage Rate	Actual	\$7.32	\$8.47
	Plan	\$7.00	\$7.00
	% of Plan	105%	121%
Characteristics (Emphasis Groups)			
Hard-to-Serve (actual/plan)		13/14	5/15 *
Non-traditional jobs for women		2/6	0/5 *
Homeless		1/4	0/1 *

\* 6 month actual vs12 month plan.

Mission Hiring Hall (MHH) is operating an occupational classroom training (OCT) program for hard serve adults with emphasis on non traditional job for women in the Printing, Readiness and Graphic Communication fields.

PY 95' is MHH second year of operating an OCT program. MHH has encountered no problems with meeting its contractual goals. MHH has submitted all paperwork in a timely manner, and have attended all required meetings.



## Subpart: Title IIA 77% Adult

		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$26 ,367	0
	Plan	\$26 ,367	\$51,981
	% of Plan	100	0
Enrollments	Actual	12	23
	Plan	11	22
	% of Plan	109%	105%
Placements	Actual	4	3
	Plan	9	1
	% of Plan	44%	300%
Placement Rate	Actual	33%	50%
	Plan	82%	25%
Positive Term. Rate	Actual	50	50%
	Plan	82	100%
AEEs/YEEs	Actual	2	N/A
	Plan	3	N/A
	% of Plan	67%	N/A
Wage Rate	Actual	\$9.30	\$8.25
	Plan	\$7.00	\$7.00
	% of Plan	133%	118%
Characteristics (Emphasis Groups)			
Hard-to-Serve (adults)		actual/plan	
		9/	19/18*
Non-traditional jobs for women		N/A	N/A/
Homeless		1/1	1/2

\* 6 month actual vs 12 month plan

City College of San Francisco John Adams Campus (CCSF/JAC) operates an occupational classroom training for computers, clerical accounting and medical occupations. This agency has maintained high consistency with their enrollment goals during both contract years. In fact, PY '95 contract their placements goals have exceed their plan goals. Staff is both cooperative and willing to respond to any needs and or concerns of PIC staff. All paperwork has been submitted in a timely manner, and all mandatory meetings have been well attended.



		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$84,428	\$39,806
	Plan	\$84,428	\$83,279
	% of Plan	100%	48%
Enrollments	Actual	25	14
	Plan	25	20
	% of Plan	100%	70%
Placements	Actual	15	1
	Plan	18	2
	% of Plan	83%	50%
Placement Rate	Actual	60%	50%
	Plan	72%	
Positive Term. Rate	Actual	76%	50%
	Plan		
AEEs/YEEs	Actual	4	1
	Plan	0	
	% of Plan	∞	
Wage Rate	Actual	\$8.70	\$7.44
	Plan	\$6.25	\$6.25
	% of Plan	139%	119%
Characteristics (Emphasis Groups)			
Hard-to-Serve (actual/plan)		25/25 1/3	14/24 *
Non-traditional jobs for women		NA	0/5 *
Homeless		1/0	1/0 *

\* 6 month actual vs 12 month plan.

San Francisco Vocational Services (SFVS) is operating an occupational classroom training program for the disabled adults population with emphasis on the clerical fields.

SFVS PY 94' performance was good, but PY 95' SFVS is also experiencing problems with both enrollment and placements. SFVS staff is paying close attention to both of these items and should be able to meet their contractual goals before the ended of contract. At the end of February SFVS had increased enrollments from 14 to 18 and placements from 2 to 5. Staff will be sending a Corrective Action letter to SFVS asking the agency to outline how they plan to correct its deficiencies.

SFVS staff needs to pay close attention to submitting its invoice on time, but other paperwork are submitted on scheduled. Staff has attended all required meeting.

SFVS is experienced agency and is capable of meeting its contractual goals for this contract year.



Subcontractor: Center for Employment Training  
 Subpart: Title IIA 77% Adult

Activity: OCT

		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$59,580	\$27,880
	Plan	\$62,413	\$58,875
	% of Plan	95%	47%
Enrollments	Actual	9	11
	Plan	9	9
	% of Plan	100%	122%
Placements	Actual	4	0
	Plan	7	0
	% of Plan	57%	NA
Placement Rate	Actual	44%	0%
	Plan	78%	NA
Positive Term. Rate	Actual	56%	0%
	Plan	78%	NA
AEEs/YEEs	Actual	1	0
	Plan	0	0
	% of Plan	∞	NA
Wage Rate	Actual	\$7.91	NA
	Plan	\$6.75	\$6.75
	% of Plan	117%	NA
Characteristics (Emphasis Groups)			
Hard-to-Serve Adults (Actual/Plan)		7/9	10/9*
Non-traditional jobs for women		1/0	0/4*
Homeless		0/0	2/0*

\* 6 month actual vs. 12 month plan

In PY '94, CET operated an occupational classroom training program focusing on three areas: Accounting Clerk/Bookkeeper (Computerized), Medical Assistant, and Building Maintenance. The agency achieved its enrollment goal, but fell short of its placement goal.

For PY '95, CET is focusing on just two areas: Medical Assistant and Building Maintenance (with an emphasis on enrolling women interested in non-traditional jobs). It has surpassed its enrollment goal and has no placements planned yet this year.

All paperwork has been submitted in a timely manner.





Subcontractor: **Chinatown American Cooks School**  
 Subpart: **Title II A 77% Adult**

Activity: **OCT**

		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$78,604	\$41,030
	Plan	\$76,544	\$75,451
	% of Plan	103%	54%
Enrollments	Actual	22	8
	Plan	24	17
	% of Plan	92%	47%
Placements	Actual	17	0
	Plan	23	15
	% of Plan	74%	0%
Placement Rate	Actual	77%	NA
	Plan	95%	
Positive Term. Rate	Actual	86%	NA
	Plan	95%	
AEEs/YEEs	Actual	2	NA
	Plan	0	
	% of Plan	∞	
Wage Rate	Actual	\$7.47	NA
	Plan	6.25	\$6.25
	% of Plan	120%	N/A
Characteristics (Emphasis Groups)			
Hard-to-Serve (actual/plan)		21/24	8/24 *
Non-traditional jobs for women		NA	6
Homeless		1/0	NA

\* 6 month actual vs 12 month plan.

Chinatown American Cooks School (CACS) is operating an occupational classroom training program for adults with an emphasis on the culinary fields.

In PY 94' CACS fell short on meeting its enrollment and placement goals. PY 95' CACS has encountered problems with both enrollments and placements during the first six months. Statistics through February show that CACS is still behind in its enrollment and placement goals, but had increased their placements by 4. Staff will be sending a Corrective Action letter to CACS asking the agency to outline how they plan to correct its deficiencies.

CACS has had problems with submitting required documents in a timely manner, and attending some required meetings.

CACS is an experienced agency but must increase both their enrollment and placement goals by the end of the contract year. PIC staff is recommending that CACS be placed on Probation for the first six months of PY 96\* if they fell to achieve its contract goals by June 30, 1996.



		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$59,130	\$34,047
	Plan	\$59,130	\$49,196
	% of Plan	100%	69%
Enrollments	Actual	23	10
	Plan	23	10
	% of Plan	100%	100%
Placements	Actual	15	0
	Plan	14	0
	% of Plan	107%	NA
Placement Rate	Actual	65%	NA
	Plan	61%	0%
Positive Term. Rate	Actual	83%	NA
	Plan	83%	50%
AEEs/YEEs	Actual	4	0
	Plan	5	2
	% of Plan	80%	0%
Wage Rate	Actual	\$6.40	NA
	Plan	\$5.25	\$5.25
	% of Plan	121%	NA
Characteristics (Emphasis Groups)			
Hard-to-Serve Youths (Actual/Plan)		23/23	10/19*
Non-traditional jobs for women		1/0	0/0
Homeless		0/0	0/0

\* 6 month actual vs. 12 month plan

CES continues to be successful operating an ESL/clerical training program for primarily Asian immigrant and refugee youths. At the end of the program, many of the participants find employment and continue ESL classes at City College. CES is one of only two subcontractors that were selected for full-year funding based on past performance. In PY '94, it met its enrollment goal and exceeded its placement goal. For PY '95, again it is achieving its enrollments and exceeding its placements.

The agency had some findings in its audit for the period ending June 30, 1994, but they are being addressed and resolved. PIC has been given a draft of the 1995 audit, which indicates that most of the prior findings have been resolved. All program paperwork has been submitted on time.



		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$122,460	\$22,479
	Plan	\$122,460	\$22,479
	% of Plan	100%	100%
Enrollments	Actual	42	5
	Plan	42	5
	% of Plan	100%	100%
Placements	Actual	29	2
	Plan	37	4
	% of Plan	78%	50%
Placement Rate	Actual	69%	67%
	Plan	90%	80%
Positive Term. Rate	Actual	95%	67%
	Plan	95%	80%
AEEs/YEEs	Actual	11	0
	Plan	2	0
	% of Plan	550%	NA
Wage Rate	Actual	\$6.33	\$6.50
	Plan	\$5.25	\$5.25
	% of Plan	121%	124%
Characteristics (Emphasis Groups)			
Hard-to-Serve Youths (Actual/Plan)		34/42	4/5
Non-traditional jobs for women		1/0	0/0
Homeless		0/0	0/0

CRDC operates an ESL/clerical training program for SF youths. One of the three planned program cycles is geared towards the medical/clerical field and included medical terminology and medical manager software in its curriculum. Targeted jobs for this cycle's participants are clerical positions in medical environments. The other two cycles teach clerical/computer skills only.

In PY '94, CRDC met its enrollment goal, fell short of its placement goal, and exceeded its YEE goal.

For PY '95, due to the federal rescission of JTPA funds, CRDC has been limited to the five enrollments it had before the rescission took place.

All program paperwork has been submitted on time.



## Subpart: Title IIC 82% Youth

		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$175,778	\$80,827
	Plan	\$175,778	\$159,210
	% of Plan	100%	
Enrollments	Actual	67	6*
	Plan	71	6*
	% of Plan	94%	
Placements	Actual	41	3*
	Plan	51	
	% of Plan	80%	
Placement Rate	Actual	61%	100%
	Plan	72%	
Positive Term. Rate	Actual	78%	100%
	Plan	90%	
AEEs/YEEs	Actual	11	2
	Plan	13	
	% of Plan	85%	
Wage Rate	Actual	\$6.25	\$6.75
	Plan	\$5.50	
	% of Plan	123%	
Characteristics (Emphasis Groups)			
Hard-to-Serve (youth)		actual/plan	6/7
Non-traditional jobs for women			1/0
Homeless			N/A

Mission Language and Vocational School (MLVS) operated and occupational English as-a-Second Language training for at risk and high risk youths. Last year MLVS came very close in meeting its contracted goals. This year due to the Federal Rescission of JTPA funds, MLVS was limited to serving only the six participants they had enrolled prior to the rescission, all of the numbers above (PY '95) are reflective of the six participants enrolled. All six participants completed training and three were placed. MLVS has submitted all required forms and paperwork in a timely manner.





## Subpart: Title II/C 82% Youth

		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$31,562	\$3,785
	Plan	\$31,741	NA
	% of Plan	100%	NA
Enrollments	Actual	6	NA
	Plan	15	NA
	% of Plan	40%	NA
Placements	Actual	0	NA
	Plan	9	NA
	% of Plan	0%	NA
Placement Rate	Actual	0%	NA
	Plan	60%	NA
Positive Term. Rate	Actual	100%	NA
	Plan	87%	NA
AEEs/YEEs	Actual	6	NA
	Plan	4	NA
	% of Plan	150%	NA
Wage Rate	Actual	N/A	NA
	Plan	\$5.25	NA
	% of Plan	N/A	NA
Characteristics (Emphasis Groups)			
Hard-to-Serve (youth)			
	actual/plan	6/15	NA
Non-traditional jobs for women		N/A	NA
Homeless		N/A	NA

The Glide/Vietnamese Youth Development Center (VYDC) operated an occupational/English-as-a-Second Language program for at risk/high risk Southeast Asian Refugee & Immigrant youths, with a special emphasis on Clerical and Sales field. PY 94' VYDC had trouble meeting its enrollment goals and there were no placements recorded for the entire year. A Corrective Action was requested during PY 94' to address the concerns centered around enrollment and placement goals. VYDC still failed to achieve their goals.

Due to the Federal Rescission of JTPA funds VYDC terminated activities of their contract on 8-31-95. PIC staff reserves the right to reevaluate VYDC during the first six months of the new contract year to determine whether or not they are meeting their contract goals.

VYDC has been very negligible in submitting required paperwork and program forms in a timely manner. It was also very difficult to get the Executive Director to return telephone calls from PIC staff during PY 94'



		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$18,580	NA
	Plan	\$18,580	NA
	% of Plan	100%	NA
Enrollments	Actual	16	NA
	Plan	15	NA
	% of Plan	107%	NA
Placements	Actual	8	NA
	Plan	14	NA
	% of Plan	57%	NA
Placement Rate	Actual	50%	NA
	Plan	90%	NA
Positive Term. Rate	Actual	50%	NA
	Plan	90%	NA
AEEs/YEEs	Actual	NA	NA
	Plan	NA	NA
	% of Plan	NA	NA
Wage Rate	Actual	\$7.01	NA
	Plan	\$5.25	NA
	% of Plan	134%	NA
Characteristics (Emphasis Groups)			
Hard-to-Serve Youths (Actual/Plan)		16/15	NA
Non-traditional jobs for women		0/0	NA
Homeless		1/2	NA

PY'94 was the first year that CRDC operated an individual referral training program for SF youths. This program targeted the enrollment of African Americans (11/16; 4 of whom were males). Training programs included Dental Assistant, CNA, Electronic Equipment Repair, and computer/clerical.

The agency exceeded its enrollment goal, but fell short of its placement goal.

All program paperwork has been submitted on time.



		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$18,580	NA
	Plan	\$18,580	NA
	% of Plan	100%	NA
Enrollments	Actual	16	NA
	Plan	15	NA
	% of Plan	107%	NA
Placements	Actual	8	NA
	Plan	14	NA
	% of Plan	57%	NA
Placement Rate	Actual	50%	NA
	Plan	90%	NA
Positive Term. Rate	Actual	50%	NA
	Plan	90%	NA
AEEs/YEEs	Actual	NA	NA
	Plan	NA	NA
	% of Plan	NA	NA
Wage Rate	Actual	\$7.01	NA
	Plan	\$5.25	NA
	% of Plan	134%	NA
Characteristics (Emphasis Groups)			
Hard-to-Serve Youths (Actual/Plan)		16/15	NA
Non-traditional jobs for women		0/0	NA
Homeless		1/2	NA

PY'94 was the first year that CRDC operated an individual referral training program for SF youths. This program targeted the enrollment of African Americans (11/16; 4 of whom were males). Training programs included Dental Assistant, CNA, Electronic Equipment Repair, and computer/clerical.

The agency exceeded its enrollment goal, but fell short of its placement goal.

All program paperwork has been submitted on time.



		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$11342.00	\$6994.00
	Plan	\$11541.00	\$44906.00
	% of Plan	98%	16%
Enrollments	Actual	7	
	Plan	6	
	% of Plan	117%	NA
Placements	Actual	2	
	Plan	5	
	% of Plan	40%	NA
Placement Rate	Actual	40%	
	Plan	71%	
Positive Term. Rate	Actual	40%	
	Plan	71%	
AEEs/YEEs	Actual		
	Plan		
	% of Plan	NA	
Wage Rate	Actual	\$7.75	
	Plan	\$6.00	
	% of Plan	117%	
Characteristics (Emphasis Groups)			
Hard-to-Serve (actual/plan)		6/6	
Non-traditional jobs for women			
Homeless		0/1	

Chinatown Youth Center (CYC) is operating an Individual Referral (IR) training program with an emphasis on serve the at risk, high risk Youths population. This is CYC second year operating an IR training program. PY 94" CYC met its goals for enrollment but fell short of achieving its goals for placements.

As a result of the Federal Rescissions CYC terminated operations on August 31, 1995.





		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$69,532	\$3472
	Plan	\$79,595	\$19,898
	% of Plan	87%	17%
Enrollments	Actual	20	1
	Plan	34	
	% of Plan	59%	
Placements	Actual	13	0
	Plan	31	
	% of Plan	42%	
Placement Rate	Actual	65%	N/A
	Plan	91%	
Positive Term. Rate	Actual	65%	N/A
	Plan	91%	
YEEs	Actual	0	N/A
	Plan	0	
	% of Plan	N/A	
Wage Rate	Actual	\$7.78	N/A
	Plan	\$7.65	
	% of Plan	102%	
Characteristics (Emphasis Groups)			
Hard-to-Serve youth			*
	actual/plan	20/23	1/7
Non-traditional jobs for women			
		2/0	0/0
Homeless			
		1/1	0/0

\* 6-month actual vs 12-month plan

In PY '94, Chinatown Youth Center operated an OJT program for hard-to-serve youth. They did not achieve any of their enrollment or placement goals. CYC had trouble developing OJT contracts at the high youth wage of \$7.89, consequently, they had trouble meeting their placement goals.

In PY '95, due to the Federal Rescission of JTPA funds, CYC terminated activities of their contract on August 31, 1996. CYC had enrolled one participant before the rescission took effect, but the participant did not complete its OJT contract.



Subcontractor: **Arriba Juntos**  
 Subpart: **Title II C 82% Youth**

Activity: **OJT**

		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$32,000	\$3,215
	Plan	\$32,000	\$19,787
	% of Plan	100%	16%
Enrollments	Actual	4	N/A
	Plan	10	N/A
	% of Plan	40%	
Placements	Actual	4	N/A
	Plan	8	N/A
	% of Plan	50%	
Placement Rate	Actual	100%	N/A
	Plan	80%	N/A
Positive Term. Rate	Actual	100%	
	Plan	80%	
YEEs	Actual	0	N/A
	Plan	0	N/A
	% of Plan	N/A	
Wage Rate	Actual	\$8.06	N/A
	Plan	\$7.65	N/A
	% of Plan	130%	
Characteristics (Emphasis Groups)			
Hard-to-Serve youth		actual/plan	N/A
		4/10	
Non-traditional jobs for women		1/1	N/A
Homeless		0/1	N/A

Arriba Juntos operated an OJT program mainly for Latino Youth in PY '94. They did not achieve any of its enrollment and placement goals. Subcontractor submitted reports in due time. Staff attended all required meetings and workshops.

Arriba Juntos was affected by the Federal Rescission of JTPA funds, and operations was terminated on August 31, 1995.



		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$85,801	\$10,288
	Plan	\$85,801	\$60,514
	% of Plan	100%	17%
Enrollments	Actual	10	1
	Plan	14	
	% of Plan	71%	
Placements	Actual	5	0
	Plan	11	
	% of Plan	45%	
Placement Rate	Actual	50%	N/A
	Plan	79%	
Positive Term. Rate	Actual	50%	N/A
	Plan	79%	
YEEs	Actual	0	0
	Plan	0	
	% of Plan	NA	
Wage Rate	Actual	\$9.96	N/A
	Plan	\$7.65	\$7.65
	% of Plan	130%	
Characteristics (Emphasis Groups)			
Hard-to-Serve youth	actual/plan	10/14	*
Non-traditional jobs for women		0/1	0/1
Homeless		0/1	0/1

\* 6-month actual vs 12-month plan

In PY '94, OMICA operated an OJT program for hard-to-serve youth residents in Hunters Point, Visitation Valley, Oceanview and Ingleside. OMICA did not achieve its enrollment or placement goals. Required reports were not submitted in a timely manner. Staff did not attend all required meetings and workshops.

OMICA was affected by the Federal Rescission of JTPA funds, and operations was terminated on August 31, 1995.



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		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$127,922	\$47,094
	Plan	\$127,922	\$87,300
	% of Plan	100%	54%
Enrollments	Actual	35	13
	Plan	37	12
	% of Plan	95%	108%
Placements	Actual	18	5
	Plan	17	4
	% of Plan	106%	125%
Placement Rate	Actual	51%	71%
	Plan	46%	46%
Positive Term. Rate	Actual	57%	71%
	Plan	84%	76%
AEEs/YEEs	Actual		1
	Plan	14	8
	% of Plan		13%
Wage Rate	Actual	\$6.65	\$8.26
	Plan	5.25	\$5.25
	% of Plan	127%	157%
Characteristics (Emphasis Groups)			
Hard-to-Serve (actual/plan)		34/23	13/24 *
Non-traditional jobs for women		9/9	2/9 *
Homeless		3/3	0/1 *

\*6 month actual vs 12 month plan.

Asian Neighborhood Design (AND) continues to be successful operating occupational classroom training (OCT) program for at risk, high risk youths of San Francisco and with emphasis on non traditional job for women in the construction, cabinet making and carpentry fields.

FY 94' AND achieved 95% of its planned enrollment goal of which 34 or 148% were considered hard-to-serve. AND achieved all of its planned placements. PY 95' AND is on target for its planned enrollment and placement goals. AND staff needs to pay close attention in submitting the invoices and other forms and documents on time.

AND is an experienced agency and should be able to achieved its contractual goals for this contract year. AND is one of only two Subcontractors that were selected for a full year of youth funding because they were able to achieved its contractual goals for, PY 94'-95'.





		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$8,889	\$1,246
	Plan	\$8,889	\$8,889
	% of Plan	100%	14%
Enrollments	Actual	3	
	Plan	3	
	% of Plan	100%	NA
Placements	Actual	2	
	Plan	2	
	% of Plan	100%	NA
Placement Rate	Actual	67%	
	Plan	67%	NA
Positive Term. Rate	Actual	67%	
	Plan	67%	NA
AEEs/YEEs	Actual		
	Plan		
	% of Plan	NA	NA
Wage Rate	Actual	\$6.86	
	Plan	5.75	
	% of Plan	119%	NA
Characteristics (Emphasis Groups)			
Hard-to-Serve (actual/plan)		3/3	NA
Non-traditional jobs for women		NA	NA
Homeless		NA	NA

San Francisco Vocational Services (SFVS) is operating an occupational classroom training program for the disabled Youth population with emphasis on the clerical fields. SFVS staff is experienced and had no problems meeting its contractual goals.

As a result of these rescissions SFVS was informed that they needed to immediately terminate operations by August 31, 1995.



Subcontractor: **Mission Hiring Hall**  
 Subpart: **Tilte II C 82% Youth**

Activity: **OCT**

		PRY'94 12 months	PRY'95 6 months
Expenditure	Actual	\$31,575	\$3,191
	Plan	\$31,578	
	% of Plan	100%	
Enrollments	Actual	8	
	Plan	11	
	% of Plan	73%	
Placements	Actual	5	
	Plan	9	
	% of Plan	56%	
Placement Rate	Actual	63%	
	Plan	82%	
Positive Term. Rate	Actual	63%	
	Plan	82%	
AEEs/Yews	Actual		
	Plan		
	% of Plan	NA	
Wage Rate	Actual	\$6.82	
	Plan	\$7.00	
	% of Plan	97%	
Characteristics (Emphasis Groups)			
Hard-to-Serve (actual/plan)		7/11	
Non-traditional jobs for women		2/3	
Homeless		NA	

Mission Hiring Hall (MHH) operated an occupational classroom training (OCT) program for at risk, high risk youths with emphasis on non traditional job for women in the Printing, Readiness and Graphic Communication fields.

PY 94' encountered problems with enrollment and the placements of hard to serve youths. These problems can attributed to participants not showing-up for certification and dropping out of the program before completing their training. Some of the termination forms and documents were submitted late, but all other forms and documents were submitted on time.

As a result of the Federal Rescission MHH terminated operation on August 31, 1995.



Subcontractor: Chinatown American Cooks School  
 Subpart: Title II C 82% Youth

Activity: OCT

		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$15,092	\$1,585
	Plan	\$15,999	\$9,049
	% of Plan	94%	18%
Enrollments	Actual	2	
	Plan	6	
	% of Plan	33%	NA
Placements	Actual	1	
	Plan	5	
	% of Plan	20%	NA
Placement Rate	Actual	50%	
	Plan	83%	NA
Positive Term. Rate	Actual	50%	
	Plan	83%	NA
AEEs/YEEs	Actual		
	Plan		
	% of Plan	NA	NA
Wage Rate	Actual	\$5.00	
	Plan	\$6.00	
	% of Plan	83%	NA
Characteristics (Emphasis Groups)			
Hard-to-Serve (actual/plan)		2/4	NA
Non-traditional jobs for women		NA	NA
Homeless		1/4	NA

Chinatown American Cooks School (CACS) is operating an occupational classroom training program for youths with an emphasis on the culinary field. In PY 94 CACS fell short on meeting its enrollment and placement goals.

As a result of these rescissions CACS was informed that they needed to immediately terminate operations by August 31, 1995.



## Subpart: Title II/C 82% Youth

		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$82,875	\$12,018
	Plan	\$87,308	NA
	% of Plan	82%	NA
Enrollments	Actual	24	NA
	Plan	26	NA
	% of Plan	92%	NA
Placements	Actual	4	NA
	Plan	19	NA
	% of Plan	21%	NA
Placement Rate	Actual	17%	NA
	Plan	73%	NA
Positive Term. Rate	Actual	17%	NA
	Plan	73%	NA
AEEs/YEEs	Actual	0	NA
	Plan	0	NA
	% of Plan	N/A	NA
Wage Rate	Actual	\$6.51	NA
	Plan	\$5.50	NA
	% of Plan	118%	NA
Characteristics (Emphasis Groups)			
Hard-to-Serve (youth)		actual/plan	
		24/26	NA
Non-traditional jobs for women		1/0	NA
Homeless		N/A	NA

Youth Guidance Center Improvement Committee operated an Occupational Classroom training program for at risk/high risk youths who are on probation with San Francisco Juvenile court system. They prepare youths for employment in computer-related occupations. Last year they almost met their enrollment goals, but had problems with trying to meet their placement goals. Youth Employment Enhancements were implemented into the contract after a corrective action, to try to give Youth participants who had job placements with less than 20 hours a positive termination.

Unfortunately, due to the Federal Rescission of JTPA funds, YGCIC terminated operations on 8-31-96. PIC staff reserves the right to re-evaluate YGCIC during the first six months of the new contract year to determine whether or not they are meeting their contract goals.

To date, we still do not have a current audit report on file, and we cannot enter into a signed contract unless the PIC has a current audit on file. Additionally, YGCIC has had problems submitting all required paperwork in a timely fashion.





## Subpart: Title IIC 82%

		PY'94	PY'95
		12 months	6 months
Expenditure	Actual	\$28,429	\$4,995
	Plan	\$28,429	NA
	% of Plan	100%	NA
Enrollments	Actual	5	NA
	Plan	5	NA
	% of Plan	100%	NA
Placements	Actual	0	NA
	Plan	0	NA
	% of Plan	0%	NA
Placement Rate	Actual	0%	NA
	Plan	40%	NA
Positive Term. Rate	Actual	0%	NA
	Plan	80%	NA
AEEs/YEEs	Actual	0	NA
	Plan	2	NA
	% of Plan	0%	NA
Wage Rate	Actual	N/A	NA
	Plan	\$6.50	NA
	% of Plan	N/A	NA
Characteristics (Emphasis Groups)			
Hard-to-Serve (youth/adults)		actual/plan	5/5
Non-traditional jobs for women		N/A	NA
Homeless		N/A	NA

San Francisco Educational Services (SFES) operated a Basic Remedial Education & Individual Referral training program for at risk & high risk youths designed to improve their literacy and occupational skills. SFES met its enrollment goals last year achieving 100%, but did not report any positive outcomes (0/5).

Due to the Federal Rescission of JTPA funds SFES terminated activities of their contract on 8-31-95. PIC staff reserved the right to reevaluate SFES during the first six months of the new contract period to determine whether or not they are meeting their contracted goals.

SFES had trouble submitting required program paperwork and required form in a timely manner. All required meeting were well attended.



		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$112,604	\$74,599
	Plan	\$112,724	\$152,243
	% of Plan	100%	49%
Enrollments	Actual	48	45
	Plan	48	45
	% of Plan	100.0%	100%
Placements	Actual	47	20
	Plan	45	22
	% of Plan	104%	91%
Placement Rate	Actual	98%	100%
	Plan	94%	
Positive Term. Rate	Actual	100%	100%
	Plan	94%	
AEEs/YEEs	Actual	1	19
	Plan	0	
	% of Plan	∞	
Wage Rate	Actual	\$6.50	\$6.64
	Plan	\$6.25	\$6.25
	% of Plan	104%	106%
Characteristics (Emphasis Groups)			
Hard-to-Serve adults (Actual/Plan)		48/48	45/66 *
Non-traditional jobs for women		NA	NA
Homeless		NA	NA

\* 6 month actual vs 12 month plan.

Self-Help for the Elderly (SHE) is operating an occupational classroom training English-as-a-Second Language program for older immigrant with an emphasis on domestic service fields.

SHE staff is very experienced in operating training programs that meet the need of the Elderly community. SHE has not encountered any problems with meeting their contractual goals and has consistently produced excellent work. All paperwork has been submitted on time, and staff have attended all required meeting.



Subcontractor: **Korean Center, Inc.**

Activity: **OESL**

Subpart: **Title IIA 5% OI**

		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$55,731	\$21,060
	Plan	\$55,731	\$41,580
	% of Plan	100%	51%
Enrollments	Actual	21	11
	Plan	20	15
	% of Plan	105%	73%
Placements	Actual	8	1
	Plan	17	0
	% of Plan	47%	N/A
Placement Rate	Actual	38%	100%
	Plan	85%	N/A
Positive Term. Rate	Actual	86%	100%
	Plan	38%	N/A
AEEs/YEEs	Actual	10	N/A
	Plan	0	N/A
	% of Plan	N/A	NA
Wage Rate	Actual	\$5.73	\$7.00
	Plan	\$6.25	\$6.00/\$6.25
	% of Plan	92%	114%
Characteristics (Emphasis Groups)			
Hard-to-Serve (adults)		actual/plan	21/20
			11/15*
Non-traditional jobs for women		N/A	N/A
Homeless		1/0	N/A

\* 6 month actual vs 12 month plan

Korean Center, Inc. (KCI) operates an occupational English-as-a-Second Language training for clerical occupations. Placements has been a concern for this particular contract (older workers). KCI responded to a corrective action in a convincing manner citing various reasons for the placement deficiency. With adjustments in its program design, extending the training beyond the original 18 weeks should help, and staff feels that placement goals should be met. All required paperwork has been submitted in a timely manner, and staff has attended all required meetings.



## Subpart: Title IIA 5% OI

		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$96,000	\$60,000
	Plan	\$96,000	\$60,000
	% of Plan	100%	100%
Enrollments	Actual	26	17
	Plan	26	17
	% of Plan	100%	100%
Placements	Actual	14	1
	Plan	20	12
	% of Plan	70%	8%
Placement Rate	Actual	54%	33%
	Plan	80%	25%
Positive Term. Rate	Actual	77%	33%
	Plan	100%	25%
AEEs/YEEs	Actual	NA	10
	Plan	NA	10
	% of Plan	NA	100%
Wage Rate	Actual	\$5.98	\$7.50
	Plan	\$5.75	\$5.75
	% of Plan	104%	130%
Characteristics (Emphasis Groups)			
Hard-to-Serve (adults)			
	actual/plan	17/8	2/2
Non-traditional jobs for women			
		1/0	0/0
Homeless			
		NA	0/0

\* 6 month actual vs 12 month plan

Renaissance Experience Plus (REP) operates an Occupational Classroom Training program in clerical, sales and service occupations. In PY'94, REP performed respectably. The placement statistics for PY'95 which is only 8% of plan is a concern of staff. A corrective action will be issued to the agency, so that they may respond and outline a plan to correct this deficiency. If subcontractor does not meet its contacted goals by the end of the contract year, June 30, 1996, PIC staff is recommending that REP be placed on beginning July 1, 1996.

All required paperwork has been submitted in a timely manner, and staff has attended all required meetings.





Subpart: **Title IIA/C 5% Incentive**

		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$24, 599	\$26,857
	Plan	\$24 ,600	\$54,037
	% of Plan	100%	48%
Enrollments	Actual	8	6
	Plan	8	14
	% of Plan	100%	43%
Placements	Actual	1	0
	Plan	3	1
	% of Plan	33%	0%
Placement Rate	Actual	13%	N/A
	Plan	37%	25%
Positive Term. Rate	Actual	75	N/A
	Plan	75	25%
AEEs/YEEs	Actual	5	N/A
	Plan	3	N/A
	% of Plan	166%	N/A
Wage Rate	Actual	\$6.50	N/A
	Plan	\$5.25	\$5.25
	% of Plan	124%	N/A
Characteristics (Emphasis Groups)			
Hard-to-Serve (youth/adults) actual/plan		8/8	6/17*
Non-traditional jobs for women		N/A	N/A
Homeless		N/A	N/A

\* 6 month actual vs 12 month plan

Portrero Hill Community Development Corps (PHCDC) is coordinating a basic remedial education program at the City College of S.F., Southeast Campus for at risk and high risk youths and adults. This program is geared toward increasing the basic remedial skills of youths and adults, and achieving a positive termination and not job placement. PY 94' PHCDC had one job placement and five GEDs This agency accomplished a 75% positive termination rate during PY 94' with a very challenging population. PHCDC is on schedule with its planned outcomes. PHCDC paperwork has always been submitted on time, but the agency has failed to attend all required monthly meetings.



Subcontractor: **Arriba Juntos**  
 Subpart: **Title IIA/C 8% GAIN**

Activity: **BRE/OCT**

		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$73,694	\$46,333
	Plan	\$73,694	\$65,885
	% of Plan	100%	70%
Enrollments	Actual	23	17
	Plan	25	17
	% of Plan	92%	100%
Placements	Actual	11	0
	Plan	9	0
	% of Plan	122%	NA
Placement Rate	Actual	50%	0%
	Plan	36%	0%
Positive Term. Rate	Actual	82%	0%
	Plan	76%	0%
AEEs/YEEs	Actual	7	0
	Plan	10	0
	% of Plan	70%	NA
Wage Rate	Actual	\$7.33	NA
	Plan	\$6.25	NA
	% of Plan	117%	NA
Characteristics (Emphasis Groups)			
Hard-to-Serve Adults (Actual/Plan)		23/25	17/17*
Non-traditional jobs for women		0/0	0/0
Homeless		0/1	0/1*

\* 6 month actual vs. 12 month plan (however, all participants have been enrolled)

Arriba Juntos (AJ) is operating a Basic Remedial Education (BRE) and Certified Nursing Assistant (CNA) training program for Greater Avenues for Independence (GAIN) participants. It provides basic skills training, nursing theory, and clinical training.

PY '94 was the first year that AJ provided CNA training to GAIN participants. Previously it operated a BRE/GED program, and historically, had difficulties meeting its enrollment goals. It got very close to meeting its enrollment goal last year and exceeded its placement goal. It did not meet its AEE goal primarily because the program's focus was more on job attainment than AEE attainment.

For PY '95, it is meeting its enrollment goal and has no placements planned until later in the program. The participants are still in training.

Paperwork for November enrollments was not submitted until the end of December. All other paperwork requirements have been met.



		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$134,011	\$56,591
	Plan	\$154,025	\$105,562
	% of Plan	87%	54%
Enrollments	Actual	22	15
	Plan	35	15
	% of Plan	63%	100%
Placements	Actual	1	0
	Plan	2	0
	% of Plan	50%	NA
Placement Rate	Actual	5%	NA
	Plan	6%	NA
Positive Term. Rate	Actual	62%	NA
	Plan	71%	NA
AEEs/YEEs	Actual	12	0
	Plan	23	0
	% of Plan	52%	NA
Wage Rate	Actual	\$6.00	NA
	Plan	\$6.25	NA
	% of Plan		NA
Characteristics (Emphasis Groups)			
Hard-to-Serve Adults & Youths (Actual/Plan)		22/35	15/23*
Non-traditional jobs for women			0/0
Homeless		0/0	1/0

\* 6 month actual vs. 12 month plan

The Family School (TFS) is operating a basic skills literacy program for Greater Avenues for Independence (GAIN) participants referred by DSS. The main goal of the program has been to have the participants receive their GEDs, or at least raise their reading and math levels by two grades. Having the participants learn basic computer skills is also a goal. Many participants are carried forward into a second contract year in order to achieve these goals.

In PY '94, TFS fell short of its goals. It achieved only 63% of its enrollment goal, and has reached only 52% of its planned AEE/YEE goal. There is one participant from PY '94 still attending training.

For PY '95, TFS is right on target with its enrollments and has no terminations planned until later in the program year.

As the SF GAIN program changes, our training programs serving GAIN clients will also have to change. If GAIN's focus is primarily on jobs, not educational attainments, TFS may have to change its program design in order to get GAIN referrals. TFS has submitted all program paperwork in a timely manner.



		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$91,817	\$68,194
	Plan	\$91,944	\$110,333
	% of Plan	99%	62%
Enrollments	Actual	21	22
	Plan	20	10
	% of Plan	105%	220%
Placements	Actual	15	0
	Plan	12	0
	% of Plan	125%	NA
Placement Rate	Actual	71%	NA
	Plan	60%	0%
Positive Term. Rate	Actual	71%	NA
	Plan	60%	0%
AEEs/YEEs	Actual	NA	NA
	Plan	NA	NA
	% of Plan	NA	NA
Wage Rate	Actual	\$7.38	NA
	Plan	\$6.25	NA
	% of Plan	118%	NA
Characteristics (Emphasis Groups)			
Hard-to-Serve Adults (Actual/Plan)		21/20	22/20*
Non-traditional jobs for women		0/0	0/0
Homeless		21/20	22/20*

\* 6 month actual vs. 12 month plan (however, all participants have been enrolled)

Arriba Juntos (AJ), in conjunction with Mission Reading Clinic and Ayuda, is operating an English as a Second Language (ESL) and Certified Nursing Assistant (CNA) training program for homeless individuals, primarily Latina heads-of-household. AJ's program, currently in its second year, has been very successful. The agency has had little problem meeting its enrollment goals and has found a plentiful job market, mainly in convalescent hospitals, for the CNAs.

All program paperwork has been submitted in a timely manner.





		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$62,590	\$40,052
	Plan	\$69,639	\$83,567
	% of Plan	90%	48%
Enrollments	Actual	30	24
	Plan	30	24
	% of Plan	100%	100%
Placements	Actual	8	7
	Plan	18	3
	% of Plan	44%	233%
Placement Rate	Actual	27%	100%
	Plan	60%	38%
Positive Term. Rate	Actual	27%	100%
	Plan	60%	38%
AEEs/YEEs	Actual	NA	NA
	Plan	NA	NA
	% of Plan	NA	NA
Wage Rate	Actual	\$7.82	\$10.79
	Plan	\$6.50	\$6.50
	% of Plan	120%	166%
Characteristics (Emphasis Groups)			
Hard-to-Serve Adults (Actual/Plan)		30/30	24/30*
Non-traditional jobs for women		0/0	0/2*
Homeless		30/30	24/30*

\* 6 month actual vs. 12 month plan

The Glide Foundation is operating an individual referral training program for homeless people in SF. It recruits individuals and matches them with appropriate vocational training programs. It then finds them jobs at the end of their training.

For PY '94, the Glide Foundation started out with a goal of enrolling 60 participants, but quickly surmised that that goal was unrealistically high. The contract was then modified to a manageable 30 enrollments. The Foundation met this goal, but subsequently did not meet its modified placement goal of 18. Nine participants from PY '94 who were not yet finished at the time of the agency's last evaluation, have since been negatively terminated because they either could not be located or were not placed in jobs within 90 days of their training.

For PY '95, its enrollment goal is again 30, and it achieved its goal of 24 at the end of December. No placements are planned until later in the program year.

Glide has experienced staff turn-over and is still struggling with the JTPA paperwork submission requirements. It also submits its invoices approximately one month late.



Subpart: **Title III Homeless**

		PY'94 10 Months	PY'95 6 months
Expenditure	Actual	\$47,557	\$31,353
	Plan	\$65,419	\$78,459
	% of Plan	73%	40%
Enrollments	Actual	12	1
	Plan	15	6
	% of Plan	80%	17%
Placements	Actual	3	0
	Plan	9	0
	% of Plan	33%	N/A
Placement Rate	Actual	25%	0
	Plan	60%	0
Positive Term. Rate	Actual	25%	0
	Plan	60%	0
AEEs/YEEs	Actual	N/A	N/A
	Plan	N/A	N/A
	% of Plan	N/A	NA
Wage Rate	Actual	\$9.75	N/A
	Plan	\$6.25	\$6.25
	% of Plan	150%	N/A
Characteristics (Emphasis Groups)			
Hard-to-Serve (adults) actual/plan		12/15	1/8*
Non-traditional jobs for women		N/A	0/1*
Homeless		12/15	1/8*

\* 6 month actual vs 12 month plan

Goodwill Industries (GWI) operates and Individual Referral training program for long term unemployed homeless adults. The focus of this program is to enroll individuals into vocational classroom training programs and place them into employment.

PY 94' GWI experienced start-up difficulties that led to a contract modification. Participants numbers were reduced to a more manageable size, thereby enhancing more opportunities for success. GWI still had difficulties meeting their contract goals. This PY 95' similar problems arose when GWI had problems with start-up which led to another contract modification whereby reducing the number of individuals to be enrolled. A corrective action was requested of the agency to come up with a plan to correct their deficiencies which resulted in a contract modification. To date, GWI has enrolled six out of the planned eight participants and one placement has been achieved.

GWI has always been responsive and cooperation and have responded to PIC request in a timely manner. Paperwork and required forms are submitted on time and attendance at required meetings have always been met.



		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$39,000	\$9,560
	Plan	\$39,000	\$23,400
	% of Plan	100%	41%
Enrollments	Actual	3	1
	Plan	16	2
	% of Plan	19%	50%
Placements	Actual	3	1
	Plan	13	1
	% of Plan	23%	100%
Placement Rate	Actual	100%	100%
	Plan	81%	50%
Positive Term. Rate	Actual	100%	100%
	Plan	81%	50%
AEEs	Actual	0	0
	Plan	0	0
	% of Plan	0	N/A
Wage Rate	Actual	\$7.42	\$7.00
	Plan	\$6.25	\$6.25
	% of Plan	119%	112%
Characteristics (Emphasis Groups)			
Hard-to-Serve adults			*
	actual/plan	3/16	1/8
Non-traditional jobs for women		1/8	0/0
Homeless		1/8	1/8

\* 6-month actual vs 12-month plan

In PY '94, Northern California Service League operated an OJT program for the Homeless Ex-offender population. It did not achieve its enrollment or placement goals.

In the first six months of PY '95, NCSL still has not improved. A Corrective Action letter was sent to NCSL indicating areas of deficiency. In response to the corrective action letter, NCSL indicated that they would do aggressive job developing for the Homeless ex-offenders. At the end of February 29, 1996, NCSL still had not met their contract goals. Not all reports were correct and submitted promptly.

If NCSL does not achieve its contracted goals by the end of the contract year ( June 30, 1996) Staff is recommending that they be placed on probation beginning July 1, 1996, if they do not achieve its contracted goals by the end of this contract year (June 30, 1996).



		PY'94 12 months	PY'95 6 months
Expenditure	Actual	\$68,664	\$39,672
	Plan	\$107,801	\$86,559
	% of Plan	64%	46%
Enrollments	Actual	8	3
	Plan	25	6
	% of Plan	32%	50%
Placements	Actual	7	
	Plan	15	
	% of Plan	47%	NA
Placement Rate	Actual	88%	
	Plan	60%	NA
Positive Term. Rate	Actual	88%	
	Plan	60%	NA
AEEs/YEEs	Actual		
	Plan		
	% of Plan	NA	NA
Wage Rate	Actual	\$7.25	
	Plan	\$6.50	
	% of Plan	112%	NA
Characteristics (Emphasis Groups)			
Hard-to-Serve (actual/plan)		8/25	3/15*
Non-traditional jobs for women		NA	NA
Homeless		8/25	3/15*

\*6 months actual vs 12 months plann.

The Community Housing Partnership (CHP) operates an on-the-job training (OJT) program for homeless long term unemployed adults and with emphasis on assisting homeless population transition into employment.

Last year CHP encountered problems with developing OJT contracts and enrolling participants into the program . The homeless population is a hard group to serve because of the many problems they deal with on an on going basis. Last year, the contract was reduced to accommodate the difficulties CHP was having enrolling and placing individuals. Even with the reduction in the numbers of participants, CHP still had difficulties achieving their goals. The started of the PY 95' CHP requested that their budget amount be reduced PY 95' and the numbers of participants to be serve also be reduced in effort to try to achieve their contractual goals.

CHP has had a number of staff turn-over which has added their problems. Staff has also agreed to reduce the budget set-side dollar amounts of and number to serve for a second time in an effort to achieve their goals.

In view of the problems that CHP is having staff is requesting a Corrective Action to allow the agency to outline how they plan to correct its deficiencies. If they do not meet their contracted goals by June 30, 1996 Staff is recommending that CHP be place on probation for the first 6 months beginning July 1, 1996.





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PRIVATE INDUSTRY COUNCIL  
of San Francisco, Inc.

**DRAFT MINUTES OF THE  
\* PLANNING COMMITTEE MEETING**

**March 29, 1996**

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**Present:** Brent Andrew, Michael Gonzales, Vanessa Johnson, Michael Mee, Maria Olivares, Fairfax Randolph, Barbara Thompson and Athena Tsougarakis

**Absent:** Wayne Lawrence, Arthur Louie and Craig Martin

**Adoption of agenda**

Motion to accept the agenda as issued was made by Ms. Thompson, seconded by Ms. Olivares, and unanimously approved.

**Approval of minutes**

Motion made, seconded and approved to accept the minutes of the joint Planning and Evaluation Committees' February 29, 1996 meeting as issued.

**Membership**

Mr. Andrew announced that two new members will join the Committee at its next meeting: Daniel Grossman, CEO of Wild Planet Toys, and Linda Wisner, Area Manager of Kelley Services, Inc.

**PY'96 Title IIB subcontractors**

Moved by Ms. Thompson and seconded by Ms. Tsougarakis that, should Congress and the President approve funding, the PIC should contract for the PY'96 JTPA Title IIB Summer Youth Employment and Training Program with the same agencies used during the PY'95 Program.

**Ayes:** All

**Nays:** None

**Abstentions:** Mr. Gonzales and Ms. Olivares

Mr. Randolph arrived at the meeting.

**Evaluation of PY'95 subcontractors**

Several pages of the subcontractor evaluation report, which included data from PY'94 and the first six months of PY'95, included errors and were replaced at the meeting. Brenda Brown said corrective action notices have been sent or will be sent out soon to specific subcontractors, and noted that PIC staff are working to correct these contractual deficiencies. If these are not addressed by the deadline, she noted, then the subcontractors will be put on probation.

Steve Arcelona promised that the latest available data will be used when ranking subcontractors for PY'96 funding. Ray Holland noted that since there have been no appropriations by Congress PIC does not yet know its allocation for that period, but if the dollars are less than this year, than adjustments will have to be made. The question he posed is whether money should go to subcontractors who perform better, or be allocated based upon other criteria, including populations served and jobs targeted for training.

Representatives from a number of subcontracting agencies spoke on the difficulties in meeting contractual goals, including difficult paperwork, lack of trained staff, and difficult client populations. Some also expressed concern that the latest data on subcontractor performance be used in the evaluations.

Ms. Tsougarakis made a motion, seconded by Ms. Thompson, to accept staff recommendations for the evaluation and ranking of PY'95 subcontractors with the provision that, when PIC's PY'96 allocation is announced, subsequent subcontract data be considered in the rankings as soon as it becomes available.

**Ayes:** All

**Nays:** None

**Abstentions:** Mr. Gonzales and Ms. Olivares

The meeting was adjourned at 11:15 a.m.

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PRIVATE INDUSTRY COUNCIL  
of San Francisco, Inc.

MEMORANDUM

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TO: ALL MEMBERS OF THE COUNCIL  
HONORABLE MAYOR WILLIE L. BROWN, JR.

DATE: MARCH 29, 1996

FROM: BRENT ANDREW, CHAIRMAN

SUBJECT: PLANNING COMMITTEE RECOMMENDATIONS FOR SAN FRANCISCO'S PY'96-'97  
JOB TRAINING PLAN

**Background:**

While the date for today's Planning Committee meeting was intentionally set as late as possible to permit the Committee to formulate and propose a complete plan for the Council and the Mayor to consider approving by the statutory date of April 12th, PY'96 JTPA monies had still not been appropriated by the time of today's meeting.

Thus, among the myriad of fiscal possibilities that were available for consideration for the PY'96 portion of San Francisco's PY'96-'97 Job Training Plan were the following:

JTPA Title and Subpart	Current PY'95 Allocations <u>/a.</u>	Initially- Est'd, PY'96 Allocations <u>/b.</u>	Initially Est'd, PY'96 Allocations <u>/c.</u>
I/A (77%-Basic Adult)	\$2,511,579	\$2,378,471	\$2,575,961
I/A (5%-Older Individ.)	350,953	308,253	333,848
I/B (SYETP)	3,326,883	0	2,393,708
I/C (82%-Basic Youth)	304,743	324,275	324,275
II/A (Formula)	(60%) 2,095,226	(50%) 1,418,885	(50%) 1,963,855
All Titles & Subparts	\$8,589,384	\$4,429,884	\$7,591,647

/a. Based on allocations for all basic PY'95 JTPA Titles and Subparts after all rescissions of some of those monies in July and April of 1995 have been taken into account.

/b. Based on appropriations for all basic PY'96 JTPA Titles proposed by the House of Representatives and on the preliminary estimates of the State.

/c. Based on appropriations for all basic PY'96 JTPA Titles proposed by the Senate, on the preliminary estimates of the PIC Staff, or, for the JTPA Title I/B (SYETP) only, on the preliminary estimate of the State.

Because, even if the House of Representatives and the Senate were to achieve complete agreement on proposed appropriations before the end of this day (when the current "Continuing Resolution" was due to expire), there was still no assurance that the President would agree and because the State's preliminary estimates of all allocations (two thirds or more of which are based on official unemployment statistics) are still subject to potentially significant change (because the federal and state governments' methodology for calculating those official statistics was changed dramatically on January 1st of this year and none of those revised data are available yet), the Committee felt that it would be more appropriate to recommend a plan that would be ready for the earliest possible implementation, where that is applicable, or for the earliest possible completion and final approvals before the beginning of PY'96, where that is practicable.

### **Recommendations:**

As a result of the design criteria (i.e., enrollment, industrial, and occupational goals, etc.) adopted by the Council on March 12th, of the preceding background information, and of (perhaps more significantly) the continued lack of key information described previously, the Committee is recommending that the Council and the Mayor:

- approve the attached list of 1994-95 JTPA Title IIB (SYETP) Subcontracts (which the Committee and the Council reviewed and evaluated last December and January) for immediate negotiation, execution, and implementation, should there be an appropriation for a 1996 JTPA Title IIB (SYETP); and
- approve the attached prioritized lists of PY'94-'95 Subcontracts for all other basic, year-round PY'96 JTPA Titles and Subparts (which the Committee reviewed and evaluated today).

As soon after federal PY'96 appropriations have been enacted and estimated or official amounts of San Francisco's formula allocations from them determined, the Planning Committee will reconvene not later than May 31st of this year to determine and recommend to the Council and the Mayor initial selections of PY'96 PIC Subcontracts in all basic year-round titles and subparts based on those allocations and on:

- the design criteria (i.e., enrollment, industrial, and occupational goals, etc.) adopted by the Council on March 12th;
- the attached prioritized lists of PY'94-'95 PIC Subcontracts that the Council and the Mayor are now being asked to adopt for PY'96 Subcontracts (taking into account any additional performance data that may subsequently become available, especially for those current subcontracts for which corrective action is being requested by the PIC Staff);
- any other PY'94-'95 proposed subcontracts that have not yet been selected or executed or that are not otherwise on the attached prioritized lists of subcontracts but that would provide a reasonable means for meeting any design criteria (i.e., enrollment, industrial, and occupational goals, etc.) for which no provision had yet been made; or
- any other PY'96 proposed subcontracts that the Committee feels should be solicited anew because they would provide a better means for meeting any design criteria (i.e., enrollment, industrial, and occupational goals, etc.) for which provisions had still not been made.

### **Summary of the Bases for these Recommendations:**

The attached prioritized lists of basic year-round subcontracts reflects the staff's and the Committee's combined evaluations of program performance for all of PY'94 and the first six months of PY'95 (i.e., from July of 1994 to December of 1995) to the extent applicable for each. Each subcontracts was evaluated on the following criteria:

- the actual number of enrollments as a percentage of the planned number of enrollments specified in the subcontract(s);
- the actual number of job placements as a percentage of the planned number of job placements specified in the subcontract(s);
- the placement rate (or, the actual number of job placements as a percentage of the total number of actual terminations);
- the number of Youth Employability Enhancements (YEEs) or Adult Employability Enhancements (AEEs) actual attained;

- the minimum proposed starting hourly wage rate specified in the subcontract for participants placed in jobs compared to the average starting hourly wage rate for all participants actually placed in jobs;
- the characteristics of participants actually enrolled compared to the enrollment goals for emphasis groups specified in the subcontract; and
- actual expenditures compared to planned expenditures and other financial factors (e.g., audits, timely and accurate submissions of invoices, adequacy of cost allocation plans, etc.).

Overall, the PIC Staff felt that subcontractor performance during the period examined had been satisfactory. However, in several instances the staff had identified areas of compliance with the subcontract where correct action was determined to be necessary and has so informed the subcontractor. Those subcontractors are identified in the attached lists and, if compliance with subcontract does not improve in the last three months of the current PY'95, staff will be recommending to the Committee that such subcontractors be placed on probation for the first six months of PY'96.

If any additional information is needed with respect to these recommendations, please let the PIC Staff know in advance of the Council's April 9th meeting or let other Committee members and me know at that meeting.

cc: All Planning Committee Members  
Mayor's and PIC Staffs  
All Proponents' Representatives  
Scott Winkler, EDD/JTPD

Attachments

**1995 TITLE II-B SUMMER YOUTH EMPLOYMENT  
AND TRAINING PROGRAM (SYETP) SUBCONTRACTORS**

- Bernal Heights Neighborhood Center (City-wide, Private Schools)
- Buchanan YMCA (Western Addition and Haight-Ashbury Districts)
- Careers Abound (City-wide, Severely Disabled)
- Chinatown Youth Center-Directions (Richmond and Sunset Districts)
- Community Educational Services (Chinatown and North Beach Districts)
- Horizons Unlimited (Mission District)
- Ingleside Community Center (Oceanview, Merced, and Ingleside Districts)
- Mission Neighborhood (Precita) Centers (Outer Mission District)
- Potrero Hill Neighborhood House (Potrero Hill District)
- S.F. Educational Services (City-wide Educational Services, Older Youths)
- S.F. Unified School District (City-wide, Work Experience and Education)
- Vietnamese Youth Development Center (Central City District)
- Visitacion Valley Community Center (Visitacion Valley District)
- Young Community Developers (Bayview Hunters Point District)

## SUBCONTRACTOR PRIORITY LIST

### TITLE II-A (77%) BASIC ADULT

Program Activity	Subcontractor
OESL	Career Resources Development Center
OESL	Korean Center, Inc.
OESL	Mission Language and Vocational School
IR	Jewish Vocational Service
IR	Career Resources Development Center
IR	* Bay Area Urban League
IR	* Third Baptist Church
OJT	Swords to Plowshares
OJT	San Francisco Vocational Services
OJT	Jewish Vocational Service
OJT	* Arriba Juntos
OJT	* Bay Area Urban League
OJT	* Northern California Service League
OJT	* Oceanview, Merced & Ingleside Community Association
OCT	Asian Neighborhood Design
OCT	Mission Hiring Hall
OCT	City College of San Francisco/John Adams
OCT	San Francisco Vocational Services
OCT	Center for Employment Training
OCT	* Chinatown American Cooks School

\* Received or will be receiving a corrective action letter



## SUBCONTRACTOR PRIORITY LIST

### TITLE II-C (82%) BASIC YOUTH

Program Activity	Subcontractor
OESL	Community Educational Services
OESL	Career Resources Development Center
OESL	Mission Language and Vocational School
OESL	* Vietnamese Youth Development Center
<hr/>	
IR	Career Resources Development Center
IR	Chinatown Youth Center
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OJT	Chinatown Youth Center
OJT	Arriba Juntos
OJT	Oceanview, Merced & Ingleside Community Association
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OCT	Asian Neighborhood Design
OCT	San Francisco Vocational Services
OCT	Mission Hiring Hall
OCT	* Chinatown American Cooks School
OCT	* Youth Guidance Center Improvement Committee
<hr/>	
BRE/IRO	San Francisco Educational Services

\* Received a corrective action letter

## **SUBCONTRACTOR PRIORITY LIST**

### **TITLE II A -5% OLDER WORKER PROGRAM**

<b>Program Activity</b>	<b>Subcontractor</b>
OCT/ESL	Self Help for the Elderly
OCT/ESL	Korean Center, Inc.
OCT	Renaissance Experience Plus

### **TITLE II - A/C 5% INCENTIVE**

<b>Program Activity</b>	<b>Subcontractor</b>
BRE	Potrero Hill Community Development Center

### **Title II - A/C 8%-50% GAIN**

<b>Program Activity</b>	<b>Subcontractor</b>
BRE	Arriba Juntos
BRE/OCT	The Family School

### **Title III-A - 60% Formula Homeless Subcontractors Who Are Serving Long-term Unemployed Homeless Individuals**

<b>Program Activity</b>	<b>Subcontractor</b>
OCT	Arriba Juntos
IR	Glide Memorial Church
IR	Goodwill Industries, Inc.
OJT/IR	* Northern California Service League
OJT	* Community Housing Partnership

\* Received or will be receiving a corrective action letter





PRIVATE INDUSTRY COUNCIL  
of San Francisco, Inc.

NOTICE of a PUBLIC MEETING  
of the  
PLANNING COMMITTEE

DOCUMENTS DEPT.

MAY 31 1996

SAN FRANCISCO  
PUBLIC LIBRARY

DATE: Wednesday, June 19, 1996  
TIME: 1:30 - 4:00 p.m.  
LOCATION: City College of San Francisco  
33 Gough Street  
Auditorium

Agenda

1. Adoption of agenda \*
2. Public testimony on agenda items as authorized by the Committee chairman throughout the meeting
3. Approval of minutes for the Planning Committee's March 29, 1996 meeting (enclosed) \*
4. Proposed subcontracts and budgets for JTPA Titles IIA-Adults, IIC-Youth & III-Homeless service providers (materials to follow) \*
5. Public testimony on non-agenda items

\* May require Committee action

Issued May 28, 1996



If you require special accommodation due to a disability, please call Roberta Fazande at 931-7460 or TDD 749-3117 at least 72 hours in advance

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(Chapter 67 of the San Francisco Administrative Code)

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SF  
P59.20

#1

6/19/96  
Planning Committee



SF  
P59.20  
#3  
6/12/96



PRIVATE INDUSTRY COUNCIL  
of San Francisco, Inc.  
MEMORANDUM

DOCUMENTS DEPT.

JUN 13 1996  
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TO: MEMBERS, PIC PLANNING COMMITTEE  
MAYOR'S STAFF

DATE: JUN 12, 1996

FROM: STEVE ARCELONA

SUBJECT: STAFF RECOMMENDATIONS FOR COMPLETING THE JTPA TITLES II & III SUBPARTS  
OF THE PROGRAM YEAR 1996 JOB TRAINING PLAN

At earlier meetings this year your Committee and the Council issued policy guidance to the PIC staff for its preparation of funding recommendations for PY'96 beginning next month. Those instructions were —

- that training technologies and enrollment goals should remain unchanged for PY'96-'97, continuing in effect the basic programs described in the 1994 program design and solicitation,
- that funding should flow to current contractors who demonstrate good performance and who confirm their willingness to continue under the terms of the 1994 solicitation (or, should current contractors decline to continue or demonstrate poor performance, to bidders who remain available), and
- that once firm allocations are known, staff should recommend from among eligible contractors on the basis of actual performance in PY'94 and including the "most recent data available" in PY'95.

This memorandum transmits staff's recommendations. The first attachment, a set of tables, contains detailed "line-item" budgets which compare PY'95 final obligations to the staff's proposed PY'96 obligations. Where applicable, resulting participant characteristics are compared to program goals. The second attachment consists of individual evaluation sheets by subcontractor comparing contracted performance figures to actual achievements.

#### BASIS OF FUNDING RECOMMENDATIONS

Staff's recommendations are based on individual evaluations of subcontractors for PY'94 (ending June 30, 1995) and the first nine months of the current year; for some, the period may differ because of the rescission of IIC funds. Each subcontractor was evaluated according to the planned goals contained in their subcontract with the PIC. Direct planned-versus-actual comparisons were made of —

- enrollments,
- adult or youth Employment Enhancements,
- expenditures (including financial audits, timely submission of invoices, cost allocation plans, etc.)
- placements,
- participant enrollment characteristics,
- placement rates,
- wage rates at placement (dollars per hour), and

To determine dollar recommendations, staff assigned subcontractors to "priority groups" based upon evaluations of performance:

- First priority group — all performance goals were met or exceeded, and staff's recommended dollar amount is based on a percentage of the *original proposed amount*.

- Second through sixth priority groups — as descending percentages of performance goals were met or exceeded, staff's recommended dollar amounts varied as percentages of the *current subcontract*.

Second priority group — at least 95% of performance goals were met or exceeded,

Third priority group — 90% of performance goals were met or exceeded,

Fourth priority group — 85% of performance goals were met or exceeded,

Fifth priority group — 80% of performance goals were met or exceeded,

Sixth priority group — 75% of performance goals were met or exceeded.

Overall subcontractors' performance has improved, but seven subcontractors received corrective action requests during a prior evaluation period. Staff has identified those subcontractors in the evaluation sheets. Those agencies either satisfied their corrective action plan or are being recommended for probation.

Four agencies, while being recommended for funding at this time, are also being recommended for probation based on their performance through March of 1996. It is recommended that these agencies be reevaluated in October or November to determine whether funding should be continued. The evaluation and recommendation will be based on achieving at least 70% of their PY'95 subcontract goals and of the first three months their proposed PY'96 subcontract goals.

#### **POLICY REGARDING UNEXPENDED PY'95 FUNDS**

Highest priority, before any distributions are made to subcontractors, should be to the pool set-asides for participant support, Individual Referral (IR) training costs and On-the-Job Training (OJT) reimbursements to employers. Staff will analyze final PY'95 expenses closely and return to the Committee in October with an update on the adequacy of the pools in this budget.

In the IIA 5% Older Workers program, any available unexpended funds not needed for the pools should be earmarked for the NCOA (National Council on Aging) IR program and the Management College proposal to bring the participant characteristics closer to overall goals.

In the IIC Youth program, available unexpended funds should be redirected to an OJT pool if the PIC's waiver request to the State and Department of Labor — to lower the minimum required subsidized OJT wage — is granted. Neither the DOL's decision on that waiver request, nor the minimum wage to be required for youth OJT with or without the waiver, will be known until September 1st.

#### **POLICY REGARDING PY'97 SOLICITATION**

These funding decisions will affect PY'96 only. Unless the Council and the Mayor instruct the staff to apply for a waiver of State policy, which requires a new competition at least every three years, there will be a new solicitation in February to select PIC contractors for PY'97 (and possibly longer).

#### **MEETING SCHEDULE**

Your Wednesday, June 19 Planning Committee meeting will be held at the City College Auditorium at 33 Gough Street beginning at 1:30 PM and continuing until at least 4 PM. "Conflict of Interest" statements will be distributed to each Committed member before the meeting. Please call Mary Fernandez at the PIC office if you will **not** be able to attend.

cc: PIC Staff (Transmittal Only)

Scott Winkler, JTPD (Transmittal Only)

Proponents (Transmittal, Attachment 1, and individual evaluation sheet, if applicable)

PIC Members (Transmittal Only)

Title II-A 77% Basic Adult			Grant Funds Available	PY'95	Priority Group	Grant Funds Available	PY'96
			PY'95 Formula Allocation	2,666,744		PY'96 Formula Allocation	2,343,212
			PY'94 FIFO (Surplus)	39,038		PY'95 FIFO	?
			PY'95 Total =	2,705,782		PY'96 Total =	2,343,212
Enr. Level	Activity	Subcontractor / Budget Item	Final PY'95 Obligations		Enr. Level	<- Obligation by Cost Category ->	Σ Planned Obligations
						Dir. Trng. TR/Supp. Admin.	
17	Individual Referral	Jewish Vocational Service	JVS 28,945	1	32	0 55,180 0	55,180
29		Career Resources Development Center	CRDC 36,619	2	28	0 31,658 3,130	34,788
17		Third Baptist Church	TBC 35,719	3	15	27,370 1,930 2,848	32,148
14		Bay Area Urban League	BAUL 36,147	4	12	54 29,653 1,419	31,126
		IR Pool (Training Reimbursement) /1.	IR Pool 181,372			117,139 0 1,320	118,459
23	Occupational Classroom Training	Asian Neighborhood Design	AND 63,017	1	25	59,700 3,568 6,220	69,488
15		Mission Hiring Hall / SOMECH	MHH / SOMECH 39,642	2	14	33,425 1,661 2,575	37,661
22		City College of San Francisco	CCSF/JAC 51,961	3	20	41,938 1,380 3,465	46,783
24		San Francisco Vocational Services	SFVS 83,279	4	20	64,168 1,238 5,381	70,787
9		Center for Employment Training	CET 58,875	5	7	47,100 0 0	47,100
30		Chinatown American Cocks School	CACS 75,451	6	22	49,380 2,310 4,898	56,588
25	OESL	Korean Center, Inc.	KCI 73,163	1	47	117,663 6,834 12,310	136,807
52		Career Resources Development Center	CRDC 154,488	2	49	126,076 8,256 12,433	146,765
52		Mission Language & Vocational School	MLVS 127,282	3	47	98,966 5,279 10,310	114,555
18	On Job Training	San Francisco Vocational Services	SFVS 48,936	1	20	48,589 1,299 4,074	53,962
36		Arriba Juntos	AJ 98,985	2	34	80,414 5,245 8,377	94,036
21		Northern California Service League	NCSL 40,808	3	19	31,595 2,366 2,766	36,727
31		Jewish Vocational Service	JVS 63,028	4	26	50,987 2,587 0	53,574
60		Swords to Plowshares	STP 181,190	5	48	124,693 7,220 13,039	144,952
44		Bay Area Urban League	BAUL 134,953	6	33	90,834 5,012 5,369	101,215
19		OMICA	OMICA 121,703	7	14	78,499 4,564 8,215	91,278
		OJT Pool (Employer Reimbursement)	OJT Pool 204,043			128,788 0 0	128,788
	Common Cost Pools /2.	Career Link (Assessment Center)	SFAC 50,000			0 0 0	0
		Children's Council (Providers' costs)	CCSF-P 136,778			0 130,456 0	130,456
		Children's Council (Operating expense)	CCSF-O 18,137			0 14,221 3,916	18,137
		Supportive services (Txport., health, etc.)	47,347			0 47,347 0	47,347
		Public Media Center (Employer Outreach)	PMC 25,213			0 15,379 0	15,379
	PIC, Inc.	Operations (Intake, Certification, Employer Outreach)	72,549			0 72,549 0	72,549
		Administration /3.	ACP 408,669			0 0 356,577	356,577
558	= Total Grant Enrollment		Program Year Budget =	2,698,319	532	1,417,378 457,192 468,642	2,343,212
					%-->	60.5 % 19.5 % 20.0 %	
Unobligated Balance =				7,463	Deficit =		

Note /1. Estimate of IR Pool setaside by contractor to be determined during negotiations.

Recommendation for Probation =

Note /2. Cost Pools are estimates based on actual PY'95 expense through April (month 10) and prior year experience. Some are very difficult to predict: child care costs, for example, depend on the number of parents enrolled and the number of children requiring care.

Note /3. Total Admin cannot exceed 20% of allocation; the PIC's share is calculated as the balance of 20% after subcontractor obligations are subtracted.



Title II-A 5% Older Individuals				Grant Funds Available		PY'95	Priority Group	Grant Funds Available				PY'96	
				PY'95 Formula Allocation		350,953		PY'96 Formula Allocation				315,681	
				PY'94 FIFO		52,697		PY'95 FIFO				N/A	
				PY'95 Total =		403,650		PY'96 Total =				315,681	
Enr. Level	Activity	Subcontractor / Budget Item				Final PY'95 Obligations		Enr. Level	<- Obligation by Cost Category ->				Σ Planning Obligation
66	OESL	Self-Help for the Elderly		SHE		152,243	1	66	131,679	7,043	13,521	152,243	
15	OESL	Korean Center, Inc.		KCI		41,580	2	14	32,699	1,899	3,375	37,973	
34	OCT	Renaissance Experience Plus		REP		94,500	3	18	43,232	2,514	4,524	50,270	
6	IR	NCOA Individual Referral Pool		IR Pool		22,294		0	0	0	0	0	
		Career Link (Assessment Center)				5,298			0	0	0	0	
	Cost Pools	Supportive services (Txport., health, etc.)				12,000			0	14,598	0	14,598	
		Public Media Center (Employer Outreach)				3,708			0	2,881	0	2,881	
	PIC, Inc.	Operations (Intake, Certification, Employer Outreach)				16,000			0	16,000	0	16,000	
		Administration		ACP		53,598			0	0	41,716	41,716	
121	= Total Grant Enrollment				Program Year Budget =	401,221		98	207,610	44,935	63,136	315,681	
							%→	65.8 % 14.2 % 20.0 %					
Unobligated Balance =						2,429	Deficit =						0

Titles II-A/C 5% Incentive			Grant Funds Available		PY'95
			PY'94 Incentive Award Earned		189,919
			PY'93 FIFO		44,307
			PY'95 Total =		234,226
Enr. Level	Activity	Subcontractor / Budget Item	Final PY'95 Obligations		
17	BRE	PHCDC Potrero Hill Community Dev. Corp.	PHCDC	54,037	
89	STEP	SFUSD STEP School Year Support	SFUSD-SYS	42,599	
1	STEP	PIC/SFUSD STEP SYS Mentor Tutors	SYS	48,332	
		Career Link (Assessment Center)	SFAC	3,340	
	Cost Pools	Children's Council (Providers' costs)	CCSF-P	25,000	
		Children's Council (Operating expense)	CCSF-O	5,000	
		Supportive services (Txport., health, etc.)		3,360	
		Public Media Center (Employer Outreach)	PMC	2,338	
	PIC, Inc.	Operations (Intake, Certification, Employer Outreach)		5,000	
		Administration		38,677	
106	= Total Grant Enrollment		Program Year Budget =		227,683
			Unobligated Balance = 6,543		

Grant Funds Available					PY'96	
PY'95 Incentive Award Earned					67,438	
PY'94 FIFO (Estimated)					2,690	
PY'96 Total =					70,128	

Enr. Level	<- Obligation by Cost Category ->				Σ Planning Obligation
	Dir. Trng.	TR/Supp.	Admin.		
10	28,154	1,634	2,946		32,734
0	0	0	0		0
1	11,841	0	0		11,841
	0	0	0		0
	0	3,179	0		3,179
	0	460	694		1,154
	0	3,496	0		3,496
	0	2,338	0		2,338
	0	5,000	0		5,000
	0	0	10,386		10,386
10	39,995	16,107	14,026		70,128

%→	57.0 %	23.0 %	20.0 %
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Unobligated Balance =		0
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Title II-C 82% Basic Youth				Grant Funds Available		PY'95	Priority Group	Grant Funds Available				PY'96
				PY'95 Formula Allocation		304,743		PY'96 Formula Allocation				309,425
				CY'95 IIB SYETP Transfer		300,000		CY'96 IIB SYETP Transfer				0
				PY'94 FIFO		99,728		PY'95 FIFO (Estimated)				71,533
				PY'95 Total =		704,471	PY'96 Total = <td>380,958</td>				380,958	
Enr. Level	Activity	Subcontractor / Budget Item			Σ Planning Obligation		Priority Group	Enr. Level	<- Obligation by Cost Category ->			Σ Planning Obligation
								Dir. Trng.	TR/Supp.	Admin.		
10	IR	Career Resources Dev. Center	CRDC		14,268	1		11	0	12,987	1,284	14,271
0	IR	Chinatown Youth Center /1.	CYC		6,994	2		0	0	0	0	0
2	BRE/IR	San Francisco Educational Services	SFES		21,211	3		0	0	0	0	0
	IR Pool	PIC IR Pool (Training Pgm. Reimbursement)			76,266				33,362	0	337	33,699
24	OCT	Asian Neighborhood Design	AND		87,300	1		24	75,005	4,612	7,683	87,300
7	OCT	Mission Hiring Hall / SOMECH	MHH / SOMECH		19,440	2		8	18,500	532	958	19,990
0	OCT	San Francisco Vocational Services /1.	SFVS		1,246	3		3	8,401	0	485	8,886
0	OCT	Chinatown American Cooks School /1.	CACS		1,585	4		0	0	0	0	0
0	OCT	Youth Guidance Ctr. Imp. Committee /1.	YGCIC		12,018	5		0	0	0	0	0
0	OCT/OJT	Charity Cultural Services Center			1,911				0	0	0	0
20	OESL	Mission Lang. & Voc. School	MLVS		51,349	1		33	58,053	2,805	5,814	66,672
19	OESL	Community Educational Services	CES		49,196	2		19	42,535	2,256	4,405	49,196
11	OESL	Career Resources Dev. Center	CRDC		38,729	3		0	0	0	0	0
7	OESL	Glide/Vietnamese Youth Dev. Ctr.	VYDC		20,035	4		0	0	0	0	0
6	OJT	Arriba Juntos	AJ		19,465	1		0	0	0	0	0
7	OJT	Chinatown Youth Center	CYC		19,722	2		0	0	0	0	0
21	OJT	OMICA	OMICA		26,538	3		0	0	0	0	0
	OJT Pool	PIC OJT Pool (Employer Reimbursement)			25,580				0	0	0	0
	Cost Pools	Career Link (Assessment Center)	SFAC		0			0	0	0	0	
		Children's Council (Providers' costs)	CCSF-P		66,438			0	19,550	0	19,550	
		Children's Council (Operating expense)	CCSF-O		11,616			0	3,880	1,069	4,949	
		Supportive services (T'port., health, etc.)			20,293			0	10,679	0	10,679	
		Public Media Center (Employer Outreach)	PMC		0			0	0	0	0	
	PIC, Inc.	Operations (Intake, Certification, Employer Outreach)			19,747			0	11,609	0	11,609	
		Administration /3.			80,679			0	0	54,157	54,157	
134	Program Year Budget =				691,626		98	235,856	68,910	76,192	380,958	
						%→		61.9 %	18.1 %	20.0 %		
Unobligated Balance =						12,845	Deficit =					

/1. PY'95 program abruptly terminated in August 1995 due to rescission of grant funds.

Titles II-A/C 8% SECG/GAIN			Grant Funds Available	Total
			PY'95 Formula Allocation	106,889
			PY'95 State Match Allocation	106,889
			PY'94 FIFO	0
			PY'95 Total =	213,778

Enr. Level	Activity	Subcontractor / Budget Item		Final PY'95 Obligations
17	BRE/OCT	Arriba Juntos	AJ	65,903
23	BRE/OCT	The Family School	TFS	105,562
		Public Media Center (Employer Outreach)		2,573
		Operations (Intake, Certification, Employer Outreach)		12,170
		Administration		28,288
40	Program Year Budget =			214,496
				Deficit = -718

Grant Funds Available				Total
PY'96 Formula Allocation				INA
PY'96 State Match Allocation				INA
PY'95 FIFO				?
<b>PY'96 Total =</b>				<b>0</b>

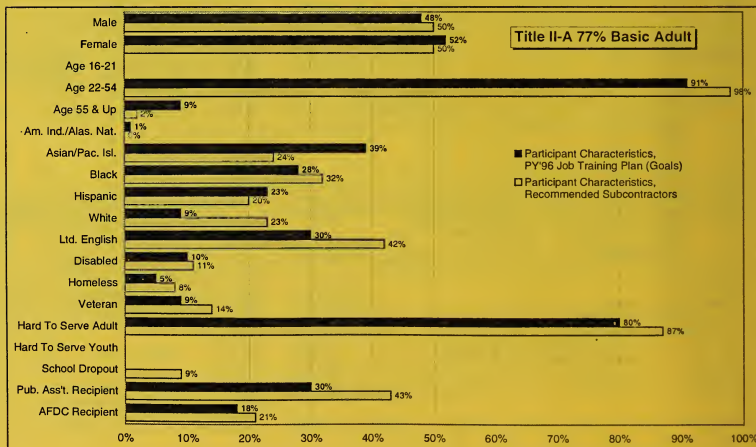
Enr. Level	<- Obligation by Cost Category ->			Σ Planning Obligation
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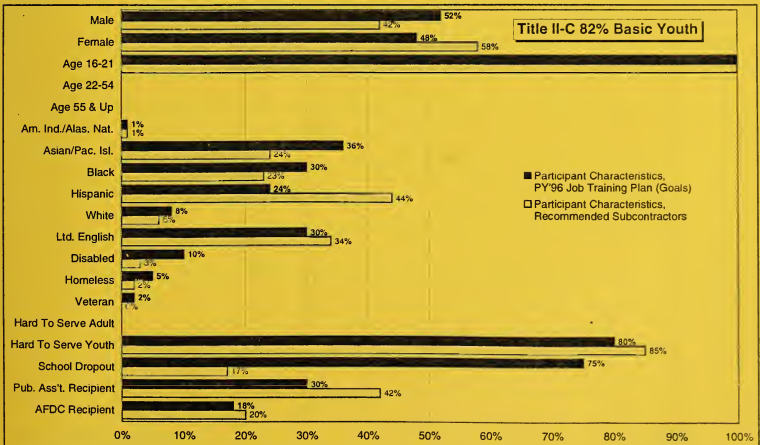
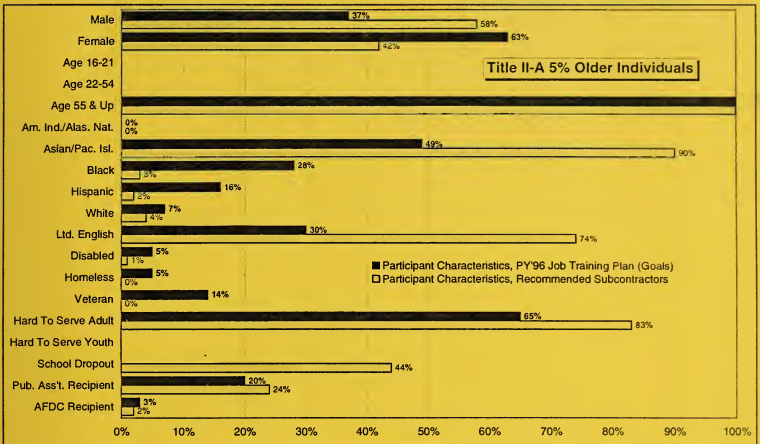
  

Deficit =				0
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Title III-A 60% Formula Allocation		Grant Funds Available	PY'95	Priority Group	Grant Funds Available	Total
		PY'95 60% Formula Allocation	2,265,946		PY'95 50% Formula Allocation	1,711,647
		PY'94 FIFO	0		PY'95 FIFO	?
		PY'95 Total =	2,265,946		PY'96 Total =	1,711,647
Activity	Subcontractor / Budget Item	Final PY'95 Obligations				Σ Planning Obligation
Homeless	Arriba Juntos	AJ	110,333	1		137,911
	Glide Foundation (including IR Pool)	GLIDE	100,317	2		83,567
	No. Calif. Service League (incl. IR/OUT Pool)	NCSL	46,800	3		42,120
	Goodwill Industries (including IR Pool)	GOODWILL	78,459	4		66,690
	Comm. Housing Partnership (incl. OUT Pool)	CHP	86,567	5		69,247
	Homeless IR/OUT Pools (Training Reimbursement)		255,413			235,500
Individual Referral	IR Setaside. Individually-tailored instruction at local colleges, universities, and vocational training programs, depending on worker needs.		869,565			436,770
	Career Link (Assessment Center)		0			50,000
	Children's Council (Providers' costs)		136,000			109,545
	Children's Council (Operating expense)		27,500			27,386
	Supportive services (Txport., health, etc.)		67,500			51,349
	Public Media Center (Employer Outreach)		0			25,000
	Operations (Intake, Cert., Empl. Outreach)		147,600			119,815
	Administration, PIC and Subcontractors		339,892			256,747
Program Year Budget =			2,265,946			1,711,647
Deficit =			0	Deficit =		

Recommended for Probation =







**Attachment II**  
**Subcontractor Evaluation Sheets**



Subcontractor: **Jewish Vocational Service**

Activity: IR

**Subpart: Title II A 77% Adult**

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	NA	\$14,633	\$21,789
	Plan	NA	\$28,945	\$28,945
	% of Plan	NA	51%	51%
Enrollments	Actual	NA	12	16
	Plan	NA	6	15
	% of Plan	NA	200%	107%
Placements	Actual	NA	1	7
	Plan	NA	0	6
	% of Plan	NA	∞	117%
Placement Rate	Actual	NA	100%	70%
	Plan	NA	0%	75%
Positive Term. Rate	Actual	NA	100%	90%
	Plan	NA	0%	88%
AEEs/YEEs	Actual	NA	1	9
	Plan	NA	1	5
	% of Plan	NA	100%	180%
Wage Rate	Actual	NA	\$8.50	\$10.68
	Plan	NA	\$8.00	\$8.00
	% of Plan	NA	106%	134%
Characteristics (Emphasis Groups)				
Hard-to-Serve (actual/plan)		NA	12/18	16/17
Non-traditional jobs for women		NA	0/3	0/3
Homeless		NA	2/4	4/4

\* 9 month actual vs 12 month plan.

Jewish Vocational Service (JVS) operates an Individual Referral training and OJT program. PY 95' is the first year that JVS has operated an IR program.

As of March 30, 1996 JVS continues to exceed both their enrollment 107% (16/15) and placement 117% (7/6) goals.

JVS has submitted all paperwork in a timely manner, and staff has attended all required.





Subpart: **Title IIA 77% Adult**

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$12,387	\$19,965	\$28,974
	Plan	\$12,387	\$36,619	\$36,619
	% of Plan	100%	55%	79%
Enrollments	Actual	10	11	28
	Plan	10	18	29
	% of Plan	100%	61%	97%
Placements	Actual	6	0	5
	Plan	9	0	12
	% of Plan	67%	NA	42%
Placement Rate	Actual	60%	NA	83%
	Plan	90%	NA	80%
Positive Term. Rate	Actual	60%	NA	83%
	Plan	90%	NA	87%
AEEs/YEEs	Actual	NA	0	4
	Plan	NA	0	6
	% of Plan	NA	NA	67%
Wage Rate	Actual	\$10.02	NA	\$8.66
	Plan	\$6.25	NA	\$6.25
	% of Plan	160%	NA	128%
Characteristics (Emphasis Groups)				
Hard-to-Serve Adults (Actual/Plan)		10/10	5/29	15/29
Non-traditional jobs for women		0/0	0/3	0/3
Homeless		2/3	1/1	1/1

\* 9 month actual vs. 12 month plan

CRDC operates an individual referral training program and an English-as-a-second language, Occupational Classroom training program for SF adults, with emphasis on enrolling African American males and finding non-traditional training programs and jobs for women.

PY '94 CRDC reached its enrollment goal, but it fell short of its placement goal.

PY '95 after nine months, it was at 97% of its enrollments but only 42% of its planned placements. However, the low placement level is affected by the fact that only six participants had been terminated by the end of March 1996.

All program paperwork has been submitted on time.



Subcontractor: **Third Baptist Church**

Activity: **IR**

Subpart: **Title II A 77% Adult**

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	NA	\$13,942	\$21,278
	Plan	NA	\$35,719	\$35,719
	% of Plan	NA	39%	60%
Enrollments	Actual	NA	8	12
	Plan	NA	14	17
	% of Plan	NA	57%	71%
Placements	Actual	NA	0	5
	Plan	NA	6	10
	% of Plan	NA	0%	50%
Placement Rate	Actual	NA	NA	100%
	Plan	NA	82%	77%
Positive Term. Rate	Actual	NA	NA	100%
	Plan	NA	88%	85%
AEEs/YEEs	Actual	NA	0	8
	Plan	NA	2	5
	% of Plan	NA	0%	160%
Wage Rate	Actual	NA	\$0.00	\$5.98
	Plan	NA	\$6.25	\$6.25
	% of Plan	NA	0%	97%
Characteristics (Emphasis Groups)				
Hard-to-Serve (actual/plan)		NA	5/17	8/17
Non-traditional jobs for women		NA	NA	NA
Homeless		NA	NA	NA

\*9 month actual vs 12 month plan.

Third Baptist Church (TBC) operates an Individual Referral (IR) training program for adults with an emphasis on training the African American population.

PY 95' TBC encountered problems with both enrollment and placements. PIC staff in March 1996 requested a corrective action plan for this year contract. As of March 30, 1996 TBC has improved with both enrollment 71% (12/17) and placements 50% (5/10), but is still behind and below its contractual goal of 70%.

TBC staff needs to pay close attention to submitting its invoice on time, but other paperwork are submitted on scheduled. Staff has attended all required meeting.



Figure 1. Percentage of students who completed the course on time versus the number of students who completed the course on time.

Figure 1 shows the percentage of students who completed the course on time versus the number of students who completed the course on time. The graph shows a positive correlation, with the percentage of students completing the course on time increasing as the number of students completing the course on time increases.

Figure 2 shows the percentage of students who completed the course on time versus the number of students who completed the course on time. The graph shows a positive correlation, with the percentage of students completing the course on time increasing as the number of students completing the course on time increases.

Subcontractor: **Bay Area Urban League**

Activity: **IR**

Subpart: **Title II A 77% Adult**

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$27,975	\$17,549	\$25,964
	Plan	\$30,572	\$36,147	\$36,147
	% of Plan	92%	49%	72%
Enrollments	Actual	12	3	12
	Plan	11	10	14
	% of Plan	109%	30%	86%
Placements	Actual	4	0	0
	Plan	9	2	8
	% of Plan	44%	0%	0%
Placement Rate	Actual	50%	NA	0%
	Plan	82%	79%	80%
Positive Term. Rate	Actual	50%	NA	0%
	Plan	50%	86%	90%
AEEs/YEEs	Actual	N/A	0	0
	Plan	N/A	1	4
	% of Plan	N/A	0%	0%
Wage Rate	Actual	\$8.41	NA	0%
	Plan	\$6.25	\$6.25	\$6.25
	% of Plan	135%		0%
Characteristics (Emphasis Groups)				
Hard-to-Serve (actual/plan)		11/14	3/14	12/10
Non-traditional jobs for women		NA	NA	NA
Homeless		3/1	1/1	1/1

\* 9 month actual vs 12 month plan.

Bay Area Urban League (BAUL) operates an Individual Referral training and OJT program with an emphasis on serving the African American population. This is BAUL's second year operating an IR training program.

PY '95' BAUL is behind with enrollments and placements which raised concerns in view of PY '94 problems with placements and the timely submittal of paperwork. PIC staff in February requested a corrective action plan for this contract year.

As of March 30, 1996 BAUL has improved their enrollment to 86% (12/14), but has not achieved any placements of the twelve (12) enrolled. Out of the seven (7) that are still in training, five (5) have terminated negatively. BAUL staff still needs to pay close attention to submitting the forms and documents in a timely manner.

Staff recommends probation for the first three (3) months of PY '96-'97 if subcontractor does not achieve 70% of its PY '95 contract goals. Subcontractor will be reevaluated in October/November to determine whether funding will be continued.



Subcontractor: **Asian Neighborhood Design**

Activity: **OCT**

Subpart: **Title II A 77% Adult**

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$63,930	\$27,990	\$39,815
	Plan	\$63,930	\$63,017	\$63,017
	% of Plan	100%	44%	63%
Enrollments	Actual	23	12	21
	Plan	23	13	22
	% of Plan	100%	92%	95%
Placements	Actual	15	2	10
	Plan	15	3	11
	% of Plan	100%	67%	91%
Placement Rate	Actual	65%	100%	67%
	Plan	65%	65%	65%
Positive Term. Rate	Actual	83%	100%	67%
	Plan	83%	80%	82%
AEEs/YEEs	Actual		2	7
	Plan	4	5	16
	% of Plan	0%	40%	44%
Wage Rate	Actual	\$8.15	\$6.75	\$7.64
	Plan	\$6.25	\$6.25	\$6.25
	% of Plan	130%	108%	122%
Characteristics (Emphasis Groups)				
Hard-to-Serve (actual/plan )		19/15	12/17	18/17
Non-traditional jobs for women		7/8	0/9	1/9
Homeless		0/3	2/1	2/1

\* 9 month actual vs 12 month plan.

Asian Neighborhood Design (AND) operates an occupational classroom training (OCT) program for hard to serve adults with emphasis on non traditional jobs for women in the construction, cabinet making and carpentry fields.

As of March 30, 1996 AND continues to improve with both enrollment 95% (21/22) and placements 91% (10/11). AND staff needs to pay close attention to submitting its invoices on time, but other paperwork is submitted in a timely manner, and staff have attended all required meeting.

AND is an experienced agency and should not have any difficulties achieving its subcontractual goals





Subcontractor: **Mission Hiring Hall**

Activity: **OCT**

Subpart: **Title II A 77%-Adult**

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$40,559	\$20,843	\$31,271
	Plan	\$40,222	\$39,642	\$39,642
	% of Plan	101%	53%	79%
Enrollments	Actual	14	7	15
	Plan	14	8	15
	% of Plan	100%	88%	100%
Placements	Actual	11	3	3
	Plan	12	0	6
	% of Plan	92%	∞	50%
Placement Rate	Actual	79%	75%	43%
	Plan	85%	0%	86%
Positive Term. Rate	Actual	79%	75%	86%
	Plan	79%	0%	86%
AEEs/YEEs	Actual	NA	1	4
	Plan	NA	0	7
	% of Plan	NA	∞	57%
Wage Rate	Actual	\$7.32	\$8.47	\$8.47
	Plan	\$7.00	\$7.00	\$7.00
	% of Plan	105%	121%	121%
Characteristics (Emphasis Groups)				
Hard-to-Serve (actual/plan)		13/14	5/15	12/15
Non-traditional jobs for women		2/6	0/5	0/5
Homeless		1/4	0/1	1/1

\* 9 month actual vs 12 month plan.

Mission Hiring Hall (MHH) operates an occupational classroom training (OCT) program for hard serve adults with emphasis on non traditional job for women in the Printing, Readiness and Graphic Communication fields.

As of March 30, 1996 MHH has achieved all of its enrollment goals (15/15), but is behind with placements 50% (3/6). MHH staff is in the process of placing participants who have completed training.

MHH has submitted all paperwork in a timely manner, and have attended all required meetings.



## Subpart: Title IIA 77% Adult

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$26 ,367	0	\$18,163
	Plan	\$26 ,367	\$51,981	\$51,981
	% of Plan	100	0	35%
Enrollments	Actual	12	23	23
	Plan	11	22	22
	% of Plan	109%	105%	105%
Placements	Actual	4	3	3
	Plan	9	1	9
	% of Plan	44%	300%	33%
Placement Rate	Actual	33%	50%	43%
	Plan	82%	25%	33%
Positive Term. Rate	Actual	50	50%	43%
	Plan	82	100%	33%
AEEs/YEEs	Actual	2	N/A	0
	Plan	3	N/A	8
	% of Plan	67%	N/A	0%
Wage Rate	Actual	\$9.30	\$8.25	\$8.25
	Plan	\$7.00	\$7.00	\$7.00
	% of Plan	133%	118%	118%
Characteristics (Emphasis Groups)				
Hard-to-Serve (adults)		actual/plan		
		9/11	19/18	19/18
Non-traditional jobs for women		N/A	N/A/	N/A
Homeless		1/1	1/2	1/2

\* 9 month actual vs 12 month plan

City College of San Francisco John Adams Campus (CCSF/JAC) operates an occupational classroom training for computers, clerical accounting and medical occupations. This agency has maintained high consistency with their enrollment goals during both contract years. In fact, PY '95 subcontract their placements goals have exceed their plan goals. Staff is both cooperative and willing to respond to any needs and or concerns of PIC staff. All paperwork has been submitted in a timely manner, and all mandatory meetings have been well attended.

As of March 31, 1996, CCSF/JAC has encountered some difficulties with meeting its planned placement goal of 70%. CCSF gives every indication that this area will improve. Note that the percentage of expenditure earned is quite low. This is due to the fact that despite staff urging to submit timely invoices, the agency does not comply.



## Subpart: Title II A 77% Adult

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$84,428	\$39,806	\$57,455
	Plan	\$84,428	\$83,279	\$83,279
	% of Plan	100%	48%	69%
Enrollments	Actual	25	14	23
	Plan	25	20	24
	% of Plan	100%	70%	96%
Placements	Actual	15	1	5
	Plan	18	2	8
	% of Plan	83%	50%	62%
Placement Rate	Actual	60%	50%	56%
	Plan	72%	67%	67%
Positive Term. Rate	Actual	76%	50%	67%
	Plan	72%	67%	83%
AEEs/YEEs	Actual	4	1	6
	Plan	0	2	8
	% of Plan	∞	50%	75%
Wage Rate	Actual	\$8.70	\$7.44	\$7.44
	Plan	\$6.25	\$6.25	\$6.25
	% of Plan	139%	119%	119%
Characteristics (Emphasis Groups)				
Hard-to-Serve (actual/plan)		25/25 1/3	14/24	23/24
Non-traditional jobs for women		NA	0/5	5/5
Homeless		1/0	1/0	1/0

\* 9 month actual vs 12 month plan.

San Francisco Vocational Services (SFVS) operates an occupational classroom training and OJT program for the disabled adults population with emphasis in the clerical fields.

PY '94 performance was good, but in PY '95 SFVS is experiencing problems with both enrollment and placements. SFVS staff is paying close attention to both of these items and should be able to meet their contractual goals before the end of the contract. At the end of February SFVS had increased enrollments from 14 to 18 and placements from 2 to 5. Staff will be sending a Corrective Action letter to SFVS asking the agency to outline how they plan to correct its deficiencies.

SFVS staff needs to pay close attention to submitting its invoice on time, but other paperwork are submitted on scheduled. Staff has attended all required meeting.

SFVS is experienced agency and is capable of meeting its contractual goals for this contract year.

As of March 30, 1996 SFVS has improved its enrollment to 96% (23/24) in response to its corrective action, but it is still behind with placements 62% (5/8). SFVS staff will need to pay close attention to submitting its invoice on time.



Subpart: **Title IIA 77% Adult**

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$59,580	\$27,880	\$40,650
	Plan	\$62,413	\$58,875	\$58,875
	% of Plan	95%	47%	69%
Enrollments	Actual	9	11	11
	Plan	9	9	9
	% of Plan	100%	122%	122%
Placements	Actual	4	0	0
	Plan	7	0	1
	% of Plan	57%	NA	0%
Placement Rate	Actual	44%	0%	0%
	Plan	78%	NA	100%
Positive Term. Rate	Actual	56%	0%	0%
	Plan	78%	NA	100%
AEEs/YEEs	Actual	1	0	0%
	Plan	0	0	0%
	% of Plan	∞	NA	0%
Wage Rate	Actual	\$7.91	NA	NA
	Plan	\$6.75	\$6.75	\$6.75
	% of Plan	117%	NA	NA
Characteristics (Emphasis Groups)				
Hard-to-Serve Adults (Actual/Plan)		7/9	10/9	10/9
Non-traditional jobs for women		1/0	0/4	0/4
Homeless		0/0	2/0	2/0

\* 9 month actual vs. 12 month plan

PY '94 Center for Employment and Training (CET) operated an occupational classroom training program focusing on three areas: Accounting Clerk/Bookkeeper (Computerized), Medical Assistant, and Building Maintenance. The agency achieved its enrollment goal, but fell short of its placement goal.

PY '95 CET is focusing on just two areas: Medical Assistant and Building Maintenance (with an emphasis on enrolling women interested in non-traditional jobs). It has surpassed its enrollment goal and has no placements yet this year, however, one was planned.

All paperwork has been submitted in a timely manner.





## Subpart: Title II A 77% Adult

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$78,604	\$41,030	\$58,917
	Plan	\$76,544	\$75,451	\$75,451
	% of Plan	103%	54%	78%
Enrollments	Actual	22	8	14
	Plan	24	17	30
	% of Plan	92%	47%	47%
Placements	Actual	17	0	2
	Plan	23	15	15
	% of Plan	74%	0%	13%
Placement Rate	Actual	77%	0%	67%
	Plan	95%	91%	83%
Positive Term. Rate	Actual	86%	0%	67%
	Plan	95%	94%	89%
AEEs/YEEs	Actual	2	0	2
	Plan	0	5	11
	% of Plan	∞	0%	18%
Wage Rate	Actual	\$7.47	NA	\$8.00
	Plan	6.25	\$6.25	\$6.25
	% of Plan	120%	N/A	128%
Characteristics (Emphasis Groups)				
Hard-to-Serve (actual/plan)		21/24	8/24	14/24
Non-traditional jobs for women		NA	0/6	0/6
Homeless		1/0	NA	NA

\* 9 month actual vs 12 month plan.

Chinatown American Cooks School (CACS) is operating an occupational classroom training program for adults with an emphasis on the culinary fields.

PY '95 CACS encountered problems with both enrollments and placements, PIC staff in March 1996, requested a corrective action plan for this contract year. As of March 30, 1996 CACS has improved with both enrollment 47% (14/30) and placement 13% (2/15), but CACS is still behind in its contractual goals. CACS staff still needs to pay close attention to attending all requiring meeting.

Staff recommends probation for the first three (3) months of PY '96-'97 if subcontractor does not achieve 70% of its PY '95 contract goals. Subcontractor will be reevaluated in October/November 1996 to determine whether funding will be continued.



Subcontractor: **Korean Center, Inc.**

Activity: **OESL**

Subpart: **Title IIA 77% Adults**

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$74,211	\$40,518	\$57,483
	Plan	\$74,211	\$73,163	\$73,163
	% of Plan	100%	55%	78%
Enrollments	Actual	27	11	25
	Plan	25	11	24
	% of Plan	108%	100%	104%
Placements	Actual	17	4	10
	Plan	24	2	8
	% of Plan	71%	200%	125%
Placement Rate	Actual	63%	100%	91%
	Plan	89%	67%	77%
Positive Term. Rate	Actual	63%	100%	100%
	Plan	63%	67%	77%
AEEs/YEEs	Actual	7	4	10
	Plan	1	0	6
	% of Plan		N/A	167%
Wage Rate	Actual	\$7.34	\$7.35	\$7.62
	Plan	\$6.50	\$6.50	\$6.50
	% of Plan	113%	113%	113%
Characteristics (Emphasis Groups)				
Hard-to-Serve (adults)		actual/plan	27/25	11/25
Non-traditional jobs for women		N/A	N/A	N/A
Homeless		N/A	N/A	N/A

\* 9 month actual vs 12 month plan

Korean Center, Inc. (KCI) operates an occupational English-as-a-Second Language training for clerical occupations. KCI demonstrated solid performance numbers with their Adult subcontract. Staff is on schedule with meeting overall contract goals. All required forms and paperwork are submitted on time. Staff is both professional and courteous when responding to staffs needs. Staff has attended all required meeting.

As of March 31, 1996, KCI is well on its way to achieving their contracted goals.



## Subpart: Title IIA 77% Adult

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$137,080	\$79,454	\$117,041
	Plan	\$137,080	\$154,488	\$154,488
	% of Plan	100%	51%	76%
Enrollments	Actual	46	25	52
	Plan	46	30	52
	% of Plan	100%	83%	100%
Placements	Actual	25	11	21
	Plan	44	10	24
	% of Plan	57%	110%	88%
Placement Rate	Actual	54%	92%	75%
	Plan	90%	90%	89%
Positive Term. Rate	Actual	87%	92%	93%
	Plan	95%	95%	89%
AEEs/YEEs	Actual	15	8	20
	Plan	0	10	20
	% of Plan	∞	80%	100%
Wage Rate	Actual	\$6.79	\$7.87	\$7.46
	Plan	\$6.25	\$6.25	\$6.25
	% of Plan	107%	126%	119%
Characteristics (Emphasis Groups)				
Hard-to-Serve Adults (Actual/Plan)		38/30	21/52	38/52
Non-traditional jobs for women		2/0	0/0	0/0
Homeless		1/0	0/2	0/2

\* 9 month actual vs. 12 month plan

CRDC operates an ESL/clerical training program and an Individual Referral training program for SF adults. One of the three planned program cycles is geared towards the medical/clerical field and included medical terminology and medical manager software in its curriculum. Targeted jobs for this cycle's participants are clerical positions in medical environments. The other two cycles teach clerical/computer skills only.

PY '94 CRDC met its enrollment goal, fell short of its placement goal, and exceeded its AEE goal.

PY '95 at the end of March, 1996, CRDC was at 100% of its enrollment goal and 88% of its placement goal.

All program paperwork has been submitted on time.



## Subpart: Title IIA 77% Adult

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$129,116	\$75,807	\$103,260
	Plan	\$129,119	\$127,282	\$127,282
	% of Plan	100%	60%	81%
Enrollments	Actual	54	32	46
	Plan	53	39	52
	% of Plan	102%	82%	88%
Placements	Actual	31	5	9
	Plan	39	6	14
	% of Plan	79%	83%	64%
Placement Rate	Actual	57	83%	69%
	Plan	73	73%	78%
Positive Term. Rate	Actual	80%	83%	69%
	Plan	73%	87%	89%
AEEs/YEEs	Actual	12	5	9
	Plan	12	3	10
	% of Plan	100%	166%	90%
Wage Rate	Actual	\$7.57	\$9.11	\$8.20
	Plan	\$7.00	\$7.00	\$7.00
	% of Plan	108%	130%	117%
Characteristics (Emphasis Groups)				
Hard-to-Serve (adults)				
actual/plan		50/22	32/20	46/20
Non-traditional jobs for women		N/A	0/1	0/1
Homeless		0/2	0/2	NA

\* 9 month actual vs 12 month plan

Mission Language and Vocational School (MLVS) operates an occupational English as-a-second Language training for clerical occupations, computer terminal operations, word processing, typing and secretarial skills training. MLVS has consistently had outstanding performance numbers and this year they are meeting their contracted goals. All paperwork has been submitted in a timely manner, and all mandatory meetings have been well attended.

As of the end of March 1996, MLVS is still on track with achieving its planned goals, but should concentrate on meeting its planned placement goal.





Subpart: **Title IIA 77% Adult**

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$47,783	\$24,490	\$36,311
	Plan	\$49,657	\$48,936	\$48,936
	% of Plan	96%	50%	74%
Enrollments	Actual	13	7	13
	Plan	19	10	15
	% of Plan	68%	70%	87%
Placements	Actual	12	4	8
	Plan	16	3	9
	% of Plan	75%	133%	89%
Placement Rate	Actual	92%	100%	100%
	Plan	84%	30%	75%
Positive Term. Rate	Actual	92%	100%	100%
	Plan	84%	30%	92%
AEEs	Actual	0	4	8
	Plan	0	1	4
	% of Plan	0%	400%	200%
Wage Rate	Actual	\$6.96	\$8.50	\$8.59
	Plan	\$6.25	\$6.25	\$6.25
	% of Plan	111%	136%	137%
Characteristics (Emphasis Groups)				
Hard-to-Serve adults				
	actual/plan	13/3	7/8	13/18
Non-traditional jobs for women				
		1/1	0/1	0/1
Homeless				
		0/0	0/0	5/0

\* 9-month actual vs 12-month plan

In PY '94, San Francisco Vocational Services operated an OJT program and an Occupational Classroom training program for a population with disabilities. Performance was good. Reports were submitted correctly and promptly. Staff attended all required meetings and workshops.

PY '95 San Francisco Vocational Services operates an OJT program for the same population with disabilities. Performance is good. Reports were submitted correctly and promptly. Staff attended all required meetings and workshops.

As of March 30, 1996 SFVS has achieved all of its planned program goals.



Subpart: **Title IIA 77% Adult**

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$100,418	\$56,956	\$82,318
	Plan	\$100,418	\$98,985	\$98,985
	% of Plan	100%	58%	83%
Enrollments	Actual	3700%	14	28
	Plan	3700%	17	34
	% of Plan	100%	82%	82%
Placements	Actual	3300%	3	17
	Plan	3400%	15	29
	% of Plan	97%	20%	59%
Placement Rate	Actual	89%	100%	100%
	Plan	97%	88%	91%
Positive Term. Rate	Actual	89%	100%	100%
	Plan	97%	88%	97%
AEEs	Actual	0%	2	16
	Plan	0%	8	14
	% of Plan	0%	25%	114%
Wage Rate	Actual	\$8.17	\$7.67	\$7.96
	Plan	\$7.00	\$7.00	\$7.00
	% of Plan	117%	109%	114%
Characteristics (Emphasis Groups)				
Hard-to-Serve adults	actual/plan	31/29	14/20	28/20
Non-traditional jobs for women		1/2	0/2	0/1
Homeless		0/2	0/2	N/A

\* 9-month actual vs 12-month plan

In PY '94, Arriba Juntos (AJ) operated an OJT program for Latino adults. Performance was good. Correct reports were submitted promptly. Staff attended all required meetings.

PY '95, Arriba Juntos operated an OJT program for the adult Latino population. Placements were low in the first six months of the new program year, but as of March 30, 1996, AJ's enrollments increased to 28 out of 34 planned, but they still had not met their placement goals. A corrective action plan was requested and AJ has increased their placement goal to 59% in the third quarter.

Staff recommends probation for the first six months of PY '96/'97 if subcontractor does not meet 70% of its program goals.



## Subpart: Title IIA 77% Adult

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	NA	\$20,499	\$34,039
	Plan	NA	\$40,808	\$40,808
	% of Plan	NA	50%	83%
Enrollments	Actual	NA	2	8
	Plan	NA	8	13
	% of Plan	NA	25%	62%
Placements	Actual	NA	1	2
	Plan	NA	4	8
	% of Plan	NA	25%	25%
Placement Rate	Actual	NA	100%	100%
	Plan	NA	50%	67%
Positive Term. Rate	Actual	NA	100%	100%
	Plan	NA	100%	75%
AEEs	Actual	NA	0	1
	Plan	NA	3	8
	% of Plan	NA	0%	13%
Wage Rate	Actual	NA	\$7.50	\$7.25
	Plan	NA	\$6.25	\$6.25
	% of Plan	NA	120%	116%
Characteristics (Emphasis Groups)				
Hard-to-Serve adults		actual/plan	2/21	8/21
Non-traditional jobs for women			0/0	N/A
Homeless			0/2	3/2

\* 9-month actual vs 12-month plan

PY '95 Northern California Service League (NCSL) operates an OJT program for ex-offenders. In the first six months of the PY '95 NCSL has not achieved any of its contract goals. A Corrective Action letter was sent to the Subcontractor indicating their low performance. In their response to the Corrective Action letter, NCSL responded by stating that they will exert more efforts to developing jobs and hope to achieve their goals at the end of February.

As of March 30, 1996 NCSL has improved its enrollments and placement goals to 62% and 25% respectively. In response to their Corrective Action plan, NCSL has the remaining participants in subsidized training and should finish training and be placed by the end of the contract year.



Subpart: **Title IIA 77% Adult**

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$63,930	\$32,735	\$49,102
	Plan	\$63,930	\$63,028	\$63,028
	% of Plan	100%	52%	78%
Enrollments	Actual	26	7	17
	Plan	31	12	24
	% of Plan	84%	58%	71%
Placements	Actual	24	1	6
	Plan	29	4	16
	% of Plan	83%	25%	38%
Placement Rate	Actual	92%	100%	75%
	Plan	94%	100%	89%
Positive Term. Rate	Actual	92%	100%	75%
	Plan	94%	100%	100%
AEEs	Actual	0	1	6
	Plan	0	4	9
	% of Plan	NA	25%	67%
Wage Rate	Actual	\$9.26	\$8.00	\$11.18
	Plan	\$8.00	\$8.00	\$8.00
	% of Plan	116%	100%	140%
Characteristics (Emphasis Groups)				
Hard-to-Serve				
Adults	actual/plan	26/31	7/31	17/31
Non-traditional jobs				
for women	actual/plan	1/4	0/4	0/4
Homeless	actual/plan	0/8	0/0	NA

\* 9-month actual vs 12-month plan

In PY '94, Jewish Vocational Service operated an OJT program for Jewish refugees. Performance was good. Correct reports were submitted promptly.

PY '95, JVS operates an OJT and Individual Referral training program for Jewish refugees. During the first six months of PY '95, enrollments and placements were somewhat low, but as of February 29, 1996, enrollments has increased to eighteen out of twenty planned, and placements increased to five out of twelve planned. Correct reports are submitted in a timely manner. Staff attended all required meetings and workshops.

As of March 30, 1996 JVS is still behind in achieving it's placement goals, but a number of participants are still in unsubsidized training. Staff recommends that JVS pay close attention to achieving its placement goals.





Subpart: **Title IIA 77% Adult**

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$159,988	\$90,566	\$128,837
	Plan	\$159,988	\$181,166	\$181,192
	% of Plan	100%	50%	71%
Enrollments	Actual	48	19	26
	Plan	53	28	44
	% of Plan	91%	68%	59%
Placements	Actual	38	12	17
	Plan	43	13	32
	% of Plan	88%	92%	53%
Placement Rate	Actual	79%	92%	74%
	Plan	81%	68%	76%
Positive Term. Rate	Actual	83%	92%	74%
	Plan	88%	68%	79%
AEEs	Actual	2	10	14
	Plan	0	8	19
	% of Plan	0%	125%	74%
Wage Rate	Actual	\$7.11	\$7.79	\$7.83
	Plan	\$6.50	\$6.50	\$6.50
	% of Plan	109%	120%	120%
Characteristics (Emphasis Groups)				
Hard-to-Serve adults				
	actual/plan	37/53	16/60	19/60
Non-traditional jobs for women				
		1/2	0/2	0/2
Homeless				
		19/22	8/24	8/24

\* 9-month actual vs 12-month plan

Swords To Plowshares (STP) operated an OJT program for veterans in PY '94. Performance was good. Correct reports were submitted in a timely manner. Staff attended all required meetings and workshops.

PY '95, STP operates an OJT program for the same population in PY '94. Enrollment was somewhat low during the first six months, but placement is high. Correct reports were submitted promptly. Staff attended all required meetings and workshops. It is projected that STP can achieve its goals this PY '95.

As of March 30, 1996 STP is not achieving their planned program goals. Staff at STP will need to concentrate their efforts on achieving all planned enrollment and placement goals by the end of the contract period.



Subcontractor: **Bay Area Urban League**

Activity: **OJT**

Subpart: **Title IIA 77% Adult**

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$127,749	\$66,311	\$99,110
	Plan	\$136,918	\$134,953	\$134,953
	% of Plan	93%	49%	73%
Enrollments	Actual	26	13	18
	Plan	44	21	38
	% of Plan	59%	62%	47%
Placements	Actual	16	3	11
	Plan	36	7	20
	% of Plan	44%	43%	55%
Placement Rate	Actual	62%	100%	85%
	Plan	82%	33%	80%
Positive Term. Rate	Actual	62%	100%	85%
	Plan	82%	33%	74%
AEEs	Actual	0	3	10
	Plan	0	7	19
	% of Plan	NA	43%	53%
Wage Rate	Actual	\$7.86	\$9.13	\$8.87
	Plan	\$6.25	\$6.25	\$6.25
	% of Plan	126%	146%	142%
Characteristics (Emphasis Groups)				
Hard-to-Serve adults		actual/plan		
		2/31	11/39	15/39
Non-traditional jobs for women		1/2	1/2	1/2
Homeless		6/4	3/4	5/4

\* 9-month actual vs 12-month plan

In PY '94 Bay Area Urban League operated an OJT program mainly for African-Americans. Subcontractor fell short of attaining its goals in enrollment and placements levels. Not all required reports were submitted promptly. Staff attended all required meetings and workshops.

PY '95, BAUL operates an OJT and Individual Referral training program mostly for African-Americans. In the first six months of PY '95, BAUL is still not meeting its contracted goals for enrollments and placements. BAUL indicated in a response to a corrective action letter that it will exert more efforts in job developing to achieve its goals. At the end of February, 1996, BAUL did not achieved its enrollment or placement goals.

As of March 30, 1996, BAUL has failed to meet its corrective action plan. April 30, 1996 statistics shows a slight increase with enrollments and placements, but BAUL continues to struggle with achieving their contractual goals, and have had several staff turnover.

Staff is recommending probation for the first three (3) month of PY'96 if subcontractor does not achieve 70% of its PY '95 contract goals. Subcontractor will be reevaluated in October/November 1996 to determine whether funding will be continued.



## Subpart: Title IIA 77% Adult

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$133,591	\$64,744	\$96,025
	Plan	\$134,203	\$121,703	\$121,703
	% of Plan	100%	P	79%
Enrollments	Actual	18	0	9
	Plan	21	12	17
	% of Plan	86%	0%	53%
Placements	Actual	5	0	0
	Plan	16	12	6
	% of Plan	31%	0%	0%
Placement	Actual	28%	NA	0%
Rate	Plan	76%	40%	60%
Positive Term.	Actual	28%	NA	0%
Rate	Plan	76%	60%	60%
AEEs	Actual	0	0	0
	Plan	0	1	5
	% of Plan	NA	0%	0%
Wage Rate	Actual	\$12.07	0	NA
	Plan	6.25	\$6.25	\$6.25
	% of Plan	193%	0	NA
Characteristics (Emphasis Groups)				
Hard-to-Serve	actual/plan	18/21	0/19	8/19
Non-traditional jobs				
for women		0/3	0/3	0/3
Homeless		0/0	0/1	3/1

\* 9-month actual vs 12-month plan

Oceanview, Merced, Ingleside Community Association (OMICA) operates an OJT program for African-American residents of Oceanview, Ingleside, Visitation Valley, Bayview, and Hunters Point.

As of March 30, 1996 OMICA failed to achieve its planned corrective action goals. April 30, 1996 the enrollment and placement numbers have remained the same; no data is available at this time for the month of May.

Staff recommends probation for the first three months of PY '96-'97 if subcontractor does not achieve 70% of its PY '95 contract goals. Subcontractor will be reevaluated in October/November 1996 to determine whether funding will be continued.



## Subpart: Title II A 5% OI

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$112,604	\$74,599	\$126,073
	Plan	\$112,724	\$152,243	\$152,243
	% of Plan	100%	49%	83%
Enrollments	Actual	48	45	66
	Plan	48	45	66
	% of Plan	100.0%	100%	100%
Placements	Actual	47	20	26
	Plan	45	22	30
	% of Plan	104%	91%	87%
Placement Rate	Actual	98%	100%	93%
	Plan	94%	94%	91%
Positive Term. Rate	Actual	100%	100%	100%
	Plan	94%	97%	97%
AEEs/YEEs	Actual	1	2	27
	Plan	0	2	34
	% of Plan	∞	100%	79%
Wage Rate	Actual	\$6.50	\$6.64	\$6.66
	Plan	\$6.25	\$6.25	\$6.25
	% of Plan	104%	106%	107%
Characteristics (Emphasis Groups)				
Hard-to-Serve adults (Actual/Plan)		48/48	45/66	66/66
Non-traditional jobs for women		NA	NA	NA
Homeless		NA	NA	NA

\*9 month actual vs 12 month plan.

Self-Help for the Elderly (SHE) operates an occupational classroom training English-as-a-Second Language program for older immigrant with an emphasis on domestic service fields.

As of March 30, 1996 SHE continues to be on targeted with enrollments 100% (66/66) and placements 87% (26/30). SHE is very experienced in operating training programs that meet the need of the Elderly community and consistently produces excellent work. All paperwork has been submitted on time, and staff have attended all required meeting.





Subcontractor: **Korean Center, Inc.**

Activity: **OESL**

Subpart: **Title IIA 5% OI**

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$55,731	\$21,060	\$31,350
	Plan	\$55,731	\$41,580	\$41,580
	% of Plan	100%	51%	75%
Enrollments	Actual	21	11	17
	Plan	20	15	15
	% of Plan	105%	73%	113%
Placements	Actual	8	1	2
	Plan	17	0	0
	% of Plan	47%	N/A	INF
Placement Rate	Actual	38%	100%	40%
	Plan	85%	N/A	60%
Positive Term. Rate	Actual	86%	100%	40%
	Plan	38%	N/A	60%
AEEs/YEEs	Actual	10	N/A	2
	Plan	0	N/A	0
	% of Plan	N/A	NA	INF
Wage Rate	Actual	\$5.73	\$7.00	\$6.50
	Plan	\$6.25	\$6.00/\$6.25	\$6.00
	% of Plan	92%	114%	108%
Characteristics (Emphasis Groups)				
Hard-to-Serve (adults)		actual/plan	21/20	11/15
Non-traditional jobs for women			N/A	N/A
Homeless			1/0	N/A

\* 9 months actual vs. 12 months plan

Korean Center, Inc. (KCI) operates an occupational English-as-a-Second Language training for clerical occupations. Placements has been a concern for this particular contract (older workers). KCI responded to a corrective action in a convincing manner citing various reasons for the placement deficiency. With adjustments in its program design, extending the training beyond the original 18 weeks should help, and staff feels that placement goals should be met. All required paperwork has been submitted in a timely manner, and staff has attended all required meetings.

As of March 31, 1996, KCI has steadily improved. Staff needs to focus hope on meeting its upcoming placement goals for this group.



Subpart: Title IIA 5% OI

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$96,000	\$60,000	\$83,194
	Plan	\$96,000	\$60,000	\$94,500
	% of Plan	100%	100%	88%
Enrollments	Actual	26	24	20
	Plan	26	24	34
	% of Plan	100%	71%	59%
Placements	Actual	14	8	8
	Plan	20	12	12
	% of Plan	70%	67%	67%
	Actual	54%	44%	78%
Rate	Plan	80%	67%	78%
Positive Term.	Actual	77%	78%	44%
Rate	Plan	100%	61%	78%
AEEs/YEEs	Actual	NA	6	13
	Plan	NA	3	10
	% of Plan	NA	200%	130%
Wage Rate	Actual	\$5.98	\$7.50	\$6.66
	Plan	\$5.75	\$5.75	\$5.75
	% of Plan	104%	130%	116%
Characteristics (Emphasis Groups)				
Hard-to-Serve (adults)	actual/plan	17/8	2/2	12/2
Non-traditional jobs for women		1/0	NA	NA
Homeless		NA	NA	NA

\* 9 month actual vs 12 month plan

Renaissance Experience Plus (REP) operates an Occupational Classroom Training program in clerical, sales and service occupations.

As of March 30, 1996 REP has improved its placement percentage from 8%(1/12) to a more respectable 67%(8/12). REP submitted both a timely and sound Corrective Action proposal. and kept on track with its plans. REP will now need to pay close attention to achieving its planned placement goal of 73%.

All required paperwork has been submitted in a timely manner, and staff has attended all required meetings.



Subpart: **Title IIA/C 5% Incentive**

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$24, 599	\$26,857	\$39,127
	Plan	\$24 ,600	\$54,037	\$54,037
	% of Plan	100%	48%	72%
Enrollments	Actual	8	6	6
	Plan	8	14	17
	% of Plan	100%	43%	35%
Placements	Actual	1	0	0
	Plan	3	1	4
	% of Plan	33%	0%	0%
Placement Rate	Actual	13%	NA	0%
	Plan	37%	25%	28%
Positive Term. Rate	Actual	75	NA	0%
	Plan	75	25%	76%
AEEs/YEEs	Actual	5	NA	1
	Plan	3	NA	1
	% of Plan	166%	NA	100%
Wage Rate	Actual	\$6.50	NA	NA
	Plan	\$5.25	\$5.25	\$5.25
	% of Plan	124%	NA	NA
Characteristics (Emphasis Groups)				
Hard-to-Serve (youth/adults) actual/plan		8/8	6/17	6/17
Non-traditional jobs for women		N/A	N/A	NA
Homeless		N/A	N/A	1/0

\*9 month actual vs 12 month plan

Potrero Hill Community Development Corps (PHCDC) coordinates a basic remedial education program at the City College of S.F., Southeast Campus for at risk and high risk youths and adults. This program is geared toward increasing the basic remedial skills of youths and adults, and achieving a positive termination and not job placement. PY 94' PHCDC had one job placement and five GEDs This agency accomplished a 75% positive termination rate during PY '94 with a very challenging population. PHCDC is on schedule with its planned outcomes. PHCDC paperwork has always been submitted on time, but the agency has failed to attend all required monthly meetings.

As of March 31, 1996, PHCDC has fallen slightly behind on its planned placement and positive termination goals (although emphasis is on positive outcomes). PHCDC has not attended all required monthly meetings.



## Subpart: Title IIC 82% Youth

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$18,580	NA	\$4,083
	Plan	\$18,580	NA	\$14,268 *
	% of Plan	100%	NA	29%
Enrollments	Actual	16	NA	7
	Plan	15	NA	8
	% of Plan	107%	NA	88%
Placements	Actual	8	NA	0
	Plan	14	NA	0
	% of Plan	57%	NA	NA
Placement Rate	Actual	50%	NA	NA
	Plan	90%	NA	NA
Positive Term. Rate	Actual	50%	NA	NA
	Plan	90%	NA	NA
AEEs/YEEs	Actual	NA	NA	NA
	Plan	NA	NA	NA
	% of Plan	NA	NA	NA
Wage Rate	Actual	\$7.01	NA	NA
	Plan	\$5.25	NA	\$5.25
	% of Plan	134%	NA	NA
Characteristics (Emphasis Groups)				
Hard-to-Serve Youths (Actual/Plan)		16/15	NA	7/10 *
Non-traditional jobs for women		0/0	NA	0/1 *
Homeless		1/2	NA	0/1 *

\* 9 month actual vs. 12 month plan

PY'94 was the first year that CRDC operated an individual referral training program for San Francisco youths. This program targeted the enrollment of African Americans (11/16; 4 of whom were males). Training programs included Dental Assistant, CNA, Electronic Equipment Repair, and computer/clerical.

PY '94, the agency exceeded its enrollment goal, but fell short of its placement goal.

PY '95, because of the rescission operations was terminated on August 31, 1995. CRDC has just recently started back up and enrolled participants in training programs. There are no terminations yet this year.

All program paperwork has been submitted on time.





## Subpart: Title II C 82% Youth

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$11,342	\$6,994	NA
	Plan	\$11,541	\$44,906	NA
	% of Plan	98%	16%	NA
Enrollments	Actual	7	NA	NA
	Plan	6	NA	NA
	% of Plan	117%	NA	NA
Placements	Actual	2	NA	NA
	Plan	5	NA	NA
	% of Plan	40%	NA	NA
Placement Rate	Actual	40%	NA	NA
	Plan	71%	NA	NA
Positive Term. Rate	Actual	40%	NA	NA
	Plan	71%	NA	NA
AEEs/YEEs	Actual		NA	NA
	Plan		NA	NA
	% of Plan	NA	NA	NA
Wage Rate	Actual	\$7.75	NA	NA
	Plan	\$6.00	NA	NA
	% of Plan	117%	NA	NA
Characteristics (Emphasis Groups)				
Hard-to-Serve (actual/plan)		6/6	NA	NA
Non-traditional jobs for women			NA	NA
Homeless		0/1	NA	NA

Chinatown Youth Center (CYC) operates an Individual Referral (IR) training program with an emphasis on serving the at-risk/high-risk youths of San Francisco. This is CYC's second year operating an IR training program. In PY'94 CYC met its goals for enrollment but fell short of achieving its goals for placements.

As a result of the Federal Rescissions CYC terminated operations on August 31, 1995.

On March 9, 1996, CYC was recommended for funding, but because of the short time frame, CYC declined the funds.

Due to insufficient youth funds, staff is not recommending funding at this time.



## Subpart: Title IIC 82% Youth

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$28,429	\$4,995	\$4,995
	Plan	\$28,429	NA	\$21,211
	% of Plan	100%	NA	24%
Enrollments	Actual	5	NA	0
	Plan	5	NA	4
	% of Plan	100%	NA	0%
Placements	Actual	0	NA	0
	Plan	0	NA	0
	% of Plan	0%	NA	0%
Placement Rate	Actual	0%	NA	NA
	Plan	40%	NA	NA
Positive Term. Rate	Actual	0%	NA	NA
	Plan	80%	NA	NA
AEEs/YEEs	Actual	0	NA	NA
	Plan	2	NA	NA
	% of Plan	0%	NA	NA
Wage Rate	Actual	N/A	NA	\$0.00
	Plan	\$6.50	NA	\$6.50
	% of Plan	N/A	NA	0%
Characteristics (Emphasis Groups)				
Hard-to-Serve (youth/adults) actual/plan		5/5	NA	0/4
Non-traditional jobs for women		N/A	NA	NA
Homeless		N/A	NA	NA

\* 9-month actual vs 12-month plan

San Francisco Educational Services (SFES) operated a Basic Remedial Education and Individual Referral training program for at risk & high risk youths designed to improve their literacy and occupational skills. SFES met its enrollment goals last year achieving 100%, but did not report any positive outcomes (0/5).

Due to the Federal Rescission of JTPA funds SFES terminated activities of their subcontract on August 31, 1995.

SFES had trouble submitting required program paperwork and required forms in a timely manner. All required meeting were well attended.

As of March 31, 1996, SFES had no enrollment activities, and as of the writing of this report, SFES had still not enrolled any youth.

Due to insufficient funds, staff is not able to recommend any funds at this time.



## Subpart: Title II C 82% Youth

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$127,922	\$47,094	\$62,097
	Plan	\$127,922	\$87,300	\$87,300
	% of Plan	100%	54%	71%
Enrollments	Actual	35	13	20
	Plan	37	12	24
	% of Plan	95%	108%	83%
Placements	Actual	18	5	9
	Plan	17	4	8
	% of Plan	106%	125%	112%
Placement Rate	Actual	51%	71%	64%
	Plan	46%	46%	50%
Positive Term. Rate	Actual	57%	71%	7100%
	Plan	84%	76%	75%
AEEs/YEEs	Actual		1	2
	Plan	14	8	9
	% of Plan	0%	12%	22%
Wage Rate	Actual	\$6.65	\$8.26	\$7.95
	Plan	5.25	\$5.25	\$5.25
	% of Plan	127%	157%	151%
Characteristics (Emphasis Groups)				
Hard-to-Serve (actual/plan)		34/23	13/24	20/24
Non-traditional jobs for women		9/9	2/9	3/9
Homeless		3/3	0/1	0/1

\*9 month actual vs 12 month plan.

Asian Neighborhood Design (AND) continues to operate a successful Occupational Classroom training (OCT) program for at-risk/high-risk youths of San Francisco with emphasis on non-traditional jobs for women in the construction, cabinet making and carpentry fields.

As of March 30, 1996, AND continues to meet its contractual goals. AND staff still needs to pay close attention to submitting the invoices and other required forms and documents on time.

AND is an experienced agency and should be able to achieve its contractual goals for this contract year.

AND is one of only two Subcontractors that were selected for a full year of youth funding because they were able to achieve its contractual goals for PY '94-'95.



Subpart: **Title II C 82% Youth**

		PRY'94 12 months	PRY'95 6 months	PRY'95 9 months
Expenditure	Actual	\$31,575	\$3,191	\$3,191
	Plan	\$31,578	NA	\$19,440
	% of Plan	100%	NA	16%
Enrollments	Actual	8	NA	2
	Plan	11	NA	3
	% of Plan	73%	NA	67%
Placements	Actual	5	NA	0
	Plan	9	NA	0
	% of Plan	56%	NA	NA
Placement Rate	Actual	63%	NA	NA
	Plan	82%	NA	NA
Positive Term. Rate	Actual	63%	NA	NA
	Plan	82%	NA	NA
AEEs/YEES	Actual		NA	NA
	Plan		NA	NA
	% of Plan	NA	NA	NA
Wage Rate	Actual	\$6.82	NA	NA
	Plan	\$7.00	NA	\$7.00
	% of Plan	97%	NA	NA
Characteristics (Emphasis Groups)				
Hard-to-Serve (actual/plan)		7/11	NA	2/7
Non-traditional jobs for women		2/3	NA	0/2
Homeless		NA	NA	NA

\* 9 month actual vs. 12 month plan

Mission Hiring Hall (MHH) operated an Occupational Classroom Training (OCT) program for at-risk/high-risk youths with emphasis on non traditional jobs for women in the printing, readiness and graphic communication fields.

PY '94 MHH encountered problems with enrollment and the placements of hard-to-serve youths. These problems can be attributed to participants not showing up for certification and dropping out of the program before completing their training. Some of the termination forms and documents were submitted late, but all other forms and documents were submitted on time.

As a result of the Federal Rescission, MHH terminated operations on August 31, 1995.

On March 9, 1996, MHH started up their youth program and have enrolled two participants. No placements have been planned until the end of the contract year.





Subpart: **Title II A 82% Youth**

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$8,889	\$1,246	NA
	Plan	\$8,889	\$8,889	NA
	% of Plan	100%	14%	NA
Enrollments	Actual	3	NA	NA
	Plan	3	NA	NA
	% of Plan	100%	NA	NA
Placements	Actual	2	NA	NA
	Plan	2	NA	NA
	% of Plan	100%	NA	NA
Placement Rate	Actual	67%	NA	NA
	Plan	67%	NA	NA
Positive Term. Rate	Actual	67%	NA	NA
	Plan	67%	NA	NA
AEEs/YEEs	Actual		NA	NA
	Plan		NA	NA
	% of Plan	NA	NA	NA
Wage Rate	Actual	\$6.86	NA	NA
	Plan	5.75	NA	NA
	% of Plan	119%	NA	NA
Characteristics (Emphasis Groups)				
Hard-to-Serve (actual/plan)		3/3	NA	NA
Non-traditional jobs for women		NA	NA	NA
Homeless		NA	NA	NA

San Francisco Vocational Services (SFVS) operates an Occupational Classroom Training (OCT) program for the disabled youth population with emphasis in the clerical field. SFVS staff is experienced and had no problems meeting its contractual goals.

As a result of Federal rescissions, SFVS terminated operations on August 31, 1995.

On March 9, 1996, SFVS was recommended for funding but because of the short time frame, SFVS declined the funds.

Due to insufficient funds, staff is not able to recommend any funds at this time.



Subcontractor: Chinatown American Cooks School

Activity: OCT

Subpart: Title II C 82% Youth

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$15,092	\$1,585	NA
	Plan	\$15,999	\$9,049	NA
	% of Plan	94%	18%	NA
Enrollments	Actual	2	NA	NA
	Plan	6	NA	NA
	% of Plan	33%	NA	NA
Placements	Actual	1	NA	NA
	Plan	5	NA	NA
	% of Plan	20%	NA	NA
Placement Rate	Actual	50%	NA	NA
	Plan	83%	NA	NA
Positive Term. Rate	Actual	50%	NA	NA
	Plan	83%	NA	NA
AEEs/YEEs	Actual		NA	NA
	Plan		NA	NA
	% of Plan	NA	NA	NA
Wage Rate	Actual	\$5.00	NA	NA
	Plan	\$6.00	NA	NA
	% of Plan	83%	NA	NA
Characteristics (Emphasis Groups)				
Hard-to-Serve (actual/plan)		2/4	NA	NA
Non-traditional jobs for women		NA	NA	NA
Homeless		1/4	NA	NA

Chinatown American Cooks School (CACS) operates an Occupational Classroom Training (OCT) program for youths with an emphasis on the culinary field. PY'94 CACS fell short on meeting its enrollment and placement goals.

As a result of Federal rescissions, CACS terminated operations on August 31, 1995.

On March 9, 1996, CACS was recommended for funding but because of the short time frame, CACS declined the funds.

Due to insufficient youth funds, staff is not recommending funding at this time.



Subpart: **Title II/C 82% Youth**

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$82,875	\$12,018	NA
	Plan	\$87,308	NA	NA
	% of Plan	82%	NA	NA
Enrollments	Actual	24	NA	NA
	Plan	26	NA	NA
	% of Plan	92%	NA	NA
Placements	Actual	4	NA	NA
	Plan	19	NA	NA
	% of Plan	21%	NA	NA
Placement Rate	Actual	17%	NA	NA
	Plan	73%	NA	NA
Positive Term. Rate	Actual	17%	NA	NA
	Plan	73%	NA	NA
AEEs/YEEs	Actual	0	NA	NA
	Plan	0	NA	NA
	% of Plan	N/A	NA	NA
Wage Rate	Actual	\$6.51	NA	NA
	Plan	\$5.50	NA	NA
	% of Plan	118%	NA	NA
Characteristics (Emphasis Groups)				
Hard-to-Serve (youth)				
	actual/plan	24/26	NA	NA
Non-traditional jobs for women				
		1/0	NA	NA
Homeless				
		N/A	NA	NA

Youth Guidance Center Improvement Committee operated an Occupational Classroom training program for at-risk/high-risk youths who are on probation with, the San Francisco Juvenile Court system. They prepare youths for employment in computer-related occupations. Last year they almost met their enrollment goals, but had problems trying to meet their placement goals. Youth Employment Enhancements were implemented into the subcontract after a corrective action, to try to give the participants, who had job placements with less than 20 hours a positive termination.

Unfortunately, due to the Federal Rescission of JTPA funds, YGCIC terminated operations on August 31, 1995.

To date, we still do not have a current audit report on file, and we cannot enter into a signed contract unless the PIC has a current audit on file. Additionally, YGCIC has had problems submitting all required paperwork in a timely fashion.

As of March 31, 1996, YGCIC has decided not to pursue any JTPA funds until those internal control problems can be worked out.

Due to insufficient funds, staff is not able to recommend any funds at this time.



## Subpart: Title IIC 82% Youth

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$175,778	\$80,827	\$46,765
	Plan	\$175,778	\$159,210	\$51,349
	% of Plan	100%	51%	92%
Enrollments	Actual	67	6*	10
	Plan	71	6*	50
	% of Plan	94%	100%	20%
Placements	Actual	41	3*	5
	Plan	51	2	10
	% of Plan	80%	150%	50%
Placement Rate	Actual	61%	100%	83%
	Plan	72%	80%	50%
Positive Term. Rate	Actual	78%	100%	83%
	Plan	90%	80%	50%
AEEs/YEEs	Actual	11	2	5
	Plan	13	1	8
	% of Plan	85%	200%	63%
Wage Rate	Actual	\$6.25	\$6.75	\$6.82
	Plan	\$5.50	\$5.50	\$5.50
	% of Plan	123%	123%	124%
Characteristics (Emphasis Groups)				
Hard-to-Serve (youth)				
	actual/plan	6/7	6/6	10/39
Non-traditional jobs for women				
		1/0	NA	0
Homeless		N/A	NA	N/A

Mission Language and Vocational School (MLVS) operated an Occupational English as-a-Second Language training for at risk and high risk youths. Last year MLVS came very close in meeting its contracted goals. This year due to the Federal Rescission of JTPA funds, MLVS was limited to serving only the six participants they had enrolled prior to the rescission. All of the numbers (PY '95) shown are reflective of the six participants enrolled. All six participants completed training and three were placed. MLVS has submitted all required forms and paperwork in a timely manner. There were no findings during the fiscal monitoring visit.

As of March 31, 1996, MLVS performed adequately despite the rescission of the JTPA youth funds.





Subpart: **Title IIC 82% Youth**

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$59,130	\$34,047	\$41,621
	Plan	\$59,130	\$49,196	\$49,196
	% of Plan	100%	69%	85%
Enrollments	Actual	23	10	19
	Plan	23	10	19
	% of Plan	100%	100%	100%
Placements	Actual	15	0	3
	Plan	14	0	5
	% of Plan	107%	NA	60%
Placement Rate	Actual	65%	NA	75%
	Plan	61%	0%	45%
Positive Term. Rate	Actual	83%	NA	75%
	Plan	83%	50%	73%
AEEs/YEEs	Actual	4	0	3
	Plan	5	2	7
	% of Plan	80%	0%	43%
Wage Rate	Actual	\$6.40	NA	\$5.67
	Plan	\$5.25	\$5.25	\$5.25
	% of Plan	121%	NA	108%
Characteristics (Emphasis Groups)				
Hard-to-Serve Youths (Actual/Plan)		23/23	10/19	18/19
Non-traditional jobs for women		1/0	0/0	0/0
Homeless		0/0	0/0	0/0

\* 9 month actual vs. 12 month plan

Community Educational Services (CES) continues to be successful in operating an ESL/clerical training program for primarily Asian immigrant and refugee youths. At the end of the program, many of the participants find employment and continue ESL classes at City College. CES is one of only two subcontractors that were selected for full-year funding based on past performance.

PY '94, it met its enrollment goal and exceeded its placement goal. PY '95, CES achieved its enrollments, however, it is behind in its planned placements. CES did not reach its placement goal at the end of March because only four participants were terminated from the program at that time (three were placed).

All program paperwork has been submitted on time.



## Subpart: Title IIC 82% Youth

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$122,460	\$22,479	\$25,814
	Plan	\$122,460	\$22,479	\$38,729
	% of Plan	100%	100%	67%
Enrollments	Actual	42	5	8
	Plan	42	5	9
	% of Plan	100%	100%	89%
Placements	Actual	29	2	3
	Plan	37	4	4
	% of Plan	78%	50%	75%
Placement Rate	Actual	69%	67%	50%
	Plan	90%	80%	80%
Positive Term. Rate	Actual	95%	67%	83%
	Plan	95%	80%	80%
AEEs/YEEs	Actual	11	0	2
	Plan	2	3	3
	% of Plan	550%	0%	67%
Wage Rate	Actual	\$6.33	\$6.50	\$6.67
	Plan	\$5.25	\$5.25	\$5.25
	% of Plan	121%	124%	127%
Characteristics (Emphasis Groups)				
Hard-to-Serve Youths (Actual/Plan)		34/42	4/5	7/10
Non-traditional jobs for women		1/0	NA	NA
Homeless		0/0	NA	NA

\* 9 month actual vs. 12 month plan

CRDC operates an ESL/clerical training program for San Francisco youths. One of the three planned program cycles is geared towards the medical/clerical fields and included medical terminology and medical manager software in its curriculum. Targeted jobs for this cycle's participants are clerical positions in medical environments. The other two cycles teach clerical/computer skills only.

PY '94, CRDC met its enrollment goal, fell short of its placement goal, and exceeded its YEE goal.

PY '95, due to the Federal Rescission of JTPA funds, CRDC was limited until March to the five enrollments it had before the rescission took place. In March its goals were increased.

Due to insufficient youth funds, staff is not recommending funding of this program at this time.



Subpart: **Title II/C 82% Youth**

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$31,562	\$3,785	\$3,785
	Plan	\$31,741	NA	\$20,035
	% of Plan	100%	NA	19%
Enrollments	Actual	6	NA	0
	Plan	15	NA	2
	% of Plan	40%	NA	0%
Placements	Actual	0	NA	0
	Plan	9	NA	0
	% of Plan	0%	NA	NA
Placement Rate	Actual	0%	NA	NA
	Plan	60%	NA	NA
Positive Term. Rate	Actual	100%	NA	NA
	Plan	87%	NA	NA
AEEs/YEEs	Actual	6	NA	0
	Plan	4	NA	1
	% of Plan	150%	NA	0%
Wage Rate	Actual	N/A	NA	NA
	Plan	\$5.25	NA	NA
	% of Plan	N/A	NA	NA
Characteristics (Emphasis Groups)				
Hard-to-Serve (youth)	actual/plan	6/15	NA	0/7
Non-traditional jobs for women		N/A	NA	NA
Homeless		N/A	NA	NA

\* 9-month actual vs 12-month plan

The Glide/Vietnamese Youth Development Center (VYDC) operated an Occupational/English-as-a-Second Language program for at-risk/high-risk Southeast Asian refugee and immigrant youths, with a special emphasis on clerical and sales field. PY '94 VYDC had trouble meeting its enrollment goals and there were no placements recorded for the entire year. A Corrective Action was requested during PY '94 to address the concerns centered around enrollment and placement goals. VYDC still failed to achieve their goals.

Due to the Federal Rescission of JTPA funds VYDC terminated activities of their contract on August 31, 1995.

VYDC has been very negligible in submitting required paperwork and program forms in a timely manner. It was also very difficult to get the Executive Director to return telephone calls to PIC staff during PY '94.

As of March 31, 1996, G/VYDC had no enrollment activity (as of the end of April 1996, there was still no enrollment activity).

Due to insufficient youth funds, staff is not recommending funding at this time.



Subcontractor: **Arriba Juntos**

Activity: **OJT**

Subpart: **Title II C 82% Youth**

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$32,000	\$3,215	\$10,887
	Plan	\$32,000	\$19,787	\$19,787
	% of Plan	100%	16%	55%
Enrollments	Actual	4	N/A	0
	Plan	10	N/A	1
	% of Plan	40%	N/A	N/A
Placements	Actual	4	N/A	N/A
	Plan	8	N/A	N/A
	% of Plan	50%	N/A	N/A
Placement Rate	Actual	100%	N/A	N/A
	Plan	80%	N/A	N/A
Positive Term. Rate	Actual	100%	N/A	N/A
	Plan	80%	N/A	N/A
YEEs	Actual	0	N/A	N/A
	Plan	0	N/A	N/A
	% of Plan	N/A	N/A	N/A
Wage Rate	Actual	\$8.06	N/A	N/A
	Plan	\$7.65	N/A	\$7.88
	% of Plan	130%	N/A	N/A
Characteristics (Emphasis Groups)				
Hard-to-Serve youth		actual/plan		
		4/10	N/A	0/5
Non-traditional jobs for women		1/1	N/A	0/1
Homeless		0/1	N/A	N/A

Arriba Juntos operated an OJT program mainly for Latino youth in PY '94. They did not achieve any of its enrollment and placement goals. Subcontractor submitted reports in due time. Staff attended all required meetings and workshops.

Arriba Juntos was affected by the Federal Rescission of JTPA funds, and operations was terminated on August 31, 1995.

As of March 30, 1996, subcontractor had not achieved any of its planned goals.

Due to insufficient funds, staff is not able to recommend any funds at this time.





Subcontractor: **Chinatown Youth Center**

Activity: **OJT**

Subpart: **Title IIC 82% Youth**

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$69,532	\$3,472	\$3,472
	Plan	\$79,595	\$19,898	\$19,898
	% of Plan	87%	17%	17%
Enrollments	Actual	20	1	1
	Plan	34	NA	7
	% of Plan	59%	NA	14%
Placements	Actual	13	NA	1
	Plan	31	NA	3
	% of Plan	42%	NA	33%
Placement Rate	Actual	65%	NA	100%
	Plan	91%	NA	100%
Positive Term. Rate	Actual	65%	NA	100%
	Plan	91%	NA	100%
YEEs	Actual	0	NA	1
	Plan	0	NA	1
	% of Plan	NA	NA	100%
Wage Rate	Actual	\$7.78	NA	\$7.00
	Plan	\$7.65	NA	\$7.88
	% of Plan	102%	NA	89%
Characteristics (Emphasis Groups)				
Hard-to-Serve youth		actual/plan	20/23	1/7
Non-traditional jobs for women			2/0	NA
Homeless			1/1	NA

\* 9-month actual vs 12-month plan

PY'94, Chinatown Youth Center operated an On-the-Job Training (OJT) and an Individual Referral (IR) training program for hard-to-serve youth. They did not achieve any of their enrollment or placement goals. CYC had trouble developing OJT contracts at the high youth wage of \$7.89. Consequently, they had trouble meeting their placement goals.

PY'95, due to the Federal Rescission of JTPA funds, CYC terminated activities of their contract on August 31, 1996. CYC had enrolled one participant before the rescission took effect, and that participant did complete training and was placed.

In March 1996, CYC was granted additional funds, to provide more OJT. CYC declined the funds for the IR program.

As of March 30, 1996 subcontractor had not achieved any of its planned goals. Subcontractor did not enroll any participants during the month of April or May.

Due to insufficient funds we are not able to recommend any monies at this time.



Subcontractor: **OMICA**

Activity: **OJT**

Subpart: **Title IIC 82% Youth**

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$85,801	\$10,288	\$13,875
	Plan	\$85,801	\$60,514	\$26,538
	% of Plan	100%	17%	52%
Enrollments	Actual	10	1	1
	Plan	14	NA	4
	% of Plan	71%	NA	25%
Placements	Actual	5	NA	1
	Plan	11	NA	4
	% of Plan	45%	NA	25%
Placement Rate	Actual	50%	NA	100%
	Plan	79%	NA	100%
Positive Term. Rate	Actual	50%	NA	100%
	Plan	79%	NA	100%
YEEs	Actual	0	NA	0
	Plan	0	NA	5
	% of Plan	NA	NA	0%
Wage Rate	Actual	\$9.96	\$8.50	\$8.50
	Plan	\$7.65	\$7.65	\$7.88
	% of Plan	130%	111%	108%
Characteristics (Emphasis Groups)				
Hard-to-Serve youth				
	actual/plan	10/14	1/10	1/10
Non-traditional jobs for women				
		0/1	0/1	0/1
Homeless				
		0/1	0/1	0/1

\* 9-month actual vs 12-month plan

PY '94, Oceanview, Merced, Ingleside Community Association (OMICA) operated an OJT program for hard-to-serve youth residents in Hunters Point, Visitacion Valley, Oceanview and Ingleside.

OMICA did not achieve its enrollment or placement goals. Required reports were not submitted in a timely manner. Staff did not attend all required meetings and workshops.

OMICA was affected by the Federal Rescission of JTPA funds, and operations was terminated on August 31, 1995. OMICA was limited to servicing the one participant enrolled prior to the rescissions, and that person completed training and was placed.

On March 9, 1996 OMICA started up their youth program. As of March 30, 1996 subcontractor has not achieved any of its planned goals. Subcontractor did not enroll any participants during the month of April or May.

Due to insufficient funds we are not able to recommend any monies at this time.



Subpart: **Title IIA/C 8% GAIN**

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$73,694	\$46,333	\$64,213
	Plan	\$73,694	\$65,885	\$65,885
	% of Plan	100%	70%	97%
Enrollments	Actual	23	17	17
	Plan	25	17	17
	% of Plan	92%	100%	100%
Placements	Actual	11	0	4
	Plan	9	0	2
	% of Plan	122%	NA	200%
Placement Rate	Actual	50%	0%	50%
	Plan	36%	0%	25%
Positive Term. Rate	Actual	82%	0%	50%
	Plan	76%	0%	50%
AEEs/YEEs	Actual	7	0	4
	Plan	10	0	2
	% of Plan	70%	NA	200%
Wage Rate	Actual	\$7.33	NA	\$6.48
	Plan	\$6.25	NA	\$6.25
	% of Plan	117%	NA	104%
Characteristics (Emphasis Groups)				
Hard-to-Serve Adults (Actual/Plan)		23/25	17/17	17/17
Non-traditional jobs for women		0/0	0/0	0/0
Homeless		0/1	0/1	0/1

\* 9 month actual vs. 12 month plan (however, all participants have been enrolled)

Arriba Juntos (AJ) is operating a Basic Remedial Education (BRE) and Certified Nursing Assistant (CNA) training program for Greater Avenues for Independence (GAIN) participants. It provides basic skills training, nursing theory, and clinical training.

PY '94 was the first year that AJ provided CNA training to GAIN participants. Previously it operated a BRE/GED program, and historically, had difficulties meeting its enrollment goals. It got very close to meeting its enrollment goal last year and exceeded its placement goal. It did not meet its AEE goal primarily because the program's focus was more on job attainment than AEE attainment.

PY '95 AJ it is meeting its enrollment goal and is exceeding its placement goal.

Paperwork for November enrollments was not submitted until the end of December. All other paperwork requirements have been met.



Subpart: **Title IIA/C 8% GAIN**

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$134,011	\$56,591	\$83,041
	Plan	\$154,025	\$105,562	\$105,562
	% of Plan	87%	54%	79%
Enrollments	Actual	22	15	20
	Plan	35	15	23
	% of Plan	63%	100%	87%
Placements	Actual	1	0	0
	Plan	2	0	0
	% of Plan	50%	NA	NA
Placement Rate	Actual	5%	NA	NA
	Plan	6%	NA	NA
Positive Term. Rate	Actual	64%	NA	80%
	Plan	71%	NA	76%
AEEs/YEEs	Actual	13	0	4
	Plan	23	0	8
	% of Plan	57%	NA	50%
Wage Rate	Actual	\$6.00	NA	NA
	Plan	\$6.25	NA	NA
	% of Plan		NA	NA
Characteristics (Emphasis Groups)				
Hard-to-Serve Adults & Youths (Actual/Plan)		22/35	15/23	20/23
Non-traditional jobs for women			0/0	0/0
Homeless		0/0	1/0	1/0

\* 9 month actual vs. 12 month plan

The Family School (TFS) operates a basic skills literacy program for Greater Avenues for Independence (GAIN) participants referred by DSS. The main goal of the program has been to have the participants receive their GEDs, or at least raise their reading and math levels by two grades. Having the participants learn basic computer skills is also a goal. Many participants are carried forward into a second subcontract year in order to achieve these goals.

PY '94 TFS fell short of its goals. It achieved only 63% of its enrollment goal, and reached only 52% of its planned AEE/YEE goal by the end of December, 1995. The one participant from PY '94 who was still attending training at the end of 1995 has since graduated and received a GED. PY '94 statistics have been changed to reflect that.

PY '95 TFS is a little behind with its enrollments and has half of its planned AEEs/YEEs.

As the SF GAIN program changes, our training programs serving GAIN clients will also have to change. If GAIN's focus is primarily on jobs, not educational attainments, TFS may have to change its program design in order to get GAIN referrals. TFS has submitted all program paperwork in a timely manner.





Subcontractor: **Arriba Juntos**

Activity: **OESL**

Subpart: **Title III Homeless**

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$91,817	\$68,194	\$96,504
	Plan	\$91,944	\$110,333	\$110,333
	% of Plan	99%	62%	87%
Enrollments	Actual	21	22	22
	Plan	20	10	20
	% of Plan	105%	220%	110%
Placements	Actual	15	0	8
	Plan	12	0	6
	% of Plan	125%	NA	133%
Placement Rate	Actual	71%	NA	89%
	Plan	60%	0%	60%
Positive Term. Rate	Actual	71%	NA	89%
	Plan	60%	0%	60%
AEEs/YEEs	Actual	NA	NA	NA
	Plan	NA	NA	NA
	% of Plan	NA	NA	NA
Wage Rate	Actual	\$7.38	NA	\$6.64
	Plan	\$6.25	NA	\$6.25
	% of Plan	118%	NA	106%
Characteristics (Emphasis Groups)				
Hard-to-Serve Adults (Actual/Plan)		21/20	22/20	22/20
Non-traditional jobs for women		0/0	0/0	0/0
Homeless		21/20	22/20	22/20

\* 9 month actual vs. 12 month plan (however, all participants have been enrolled)

Arriba Juntos (AJ), in conjunction with Mission Reading Clinic and Ayuda, operates an English as a Second Language (ESL) and Certified Nursing Assistant (CNA) training program for homeless individuals, primarily Latina heads-of-household. AJ's program, currently in its second year, has been very successful. The agency has had little problem meeting its enrollment goals and has found a plentiful job market, mainly in convalescent hospitals, for the CNAs. It is presently exceeding all of its goals.

All program paperwork has been submitted in a timely manner.



Subpart: **Title III Homeless**

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$62,590	\$40,052	\$54,195
	Plan	\$69,639	\$83,567	\$83,567
	% of Plan	90%	48%	65%
Enrollments	Actual	30	24	26
	Plan	30	24	30
	% of Plan	100%	100%	87%
Placements	Actual	8	7	10
	Plan	18	3	10
	% of Plan	44%	233%	100%
Placement Rate	Actual	27%	100%	67%
	Plan	60%	38%	56%
Positive Term. Rate	Actual	27%	100%	67%
	Plan	60%	38%	56%
AEEs/YEEs	Actual	NA	NA	NA
	Plan	NA	NA	NA
	% of Plan	NA	NA	NA
Wage Rate	Actual	\$7.82	\$10.79	\$9.80
	Plan	\$6.50	\$6.50	\$6.50
	% of Plan	120%	166%	151%
Characteristics (Emphasis Groups)				
Hard-to-Serve Adults (Actual/Plan)		30/30	24/30	26/30
Non-traditional jobs for women		0/0	0/2	0/2
Homeless		30/30	24/30	26/30

\*9 month actual vs. 12 month plan

The Glide Foundation operates an individual referral training program for homeless people in San Francisco. It recruits individuals and matches them with appropriate vocational training programs. It then finds them jobs at the end of their training.

PY '94 the Glide Foundation started out with a goal of enrolling 60 participants, but quickly surmised that that goal was unrealistically high. The subcontract was then modified to a manageable 30 enrollments. The Foundation met this goal, but subsequently did not meet its modified placement goal of 18. Nine participants from PY '94 who were not yet finished at the time of the agency's last evaluation, have since been negatively terminated because they either could not be located or were not placed in jobs within 90 days after their training.

PY '95 its enrollment goal is again 30, and at the end of March it had 26 enrolled. (At the end of April it had 36.) It is right on target with its placements at 10 for 10.

Glide continues to submit its invoices approximately one month late.



Subpart: **Title III Homeless**

		PY'94 10 Months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$47,557	\$31,353	\$47,593
	Plan	\$65,419	\$78,459	\$78,459
	% of Plan	73%	40%	61%
Enrollments	Actual	12	1	7
	Plan	15	6	8
	% of Plan	80%	17%	88%
Placements	Actual	3	0	1
	Plan	9	0	0
	% of Plan	33%	N/A	INF
Placement Rate	Actual	25%	0	100%
	Plan	60%	0	60%
Positive Term. Rate	Actual	25%	0	100%
	Plan	60%	0	60%
AEEs/YEEs	Actual	N/A	N/A	N/A
	Plan	N/A	N/A	N/A
	% of Plan	N/A	NA	N/A
Wage Rate	Actual	\$9.75	N/A	\$9.61
	Plan	\$6.25	\$6.25	\$6.25
	% of Plan	150%	N/A	154%
Characteristics (Emphasis Groups)				
Hard-to-Serve (adults)		actual/plan		
		12/15	1/8	7/8
Non-traditional jobs for women		N/A	0/1	1/0
Homeless		12/15	1/8	6/0

\* 9 month actual vs 12 month plan

Goodwill Industries (GWI) operates and Individual Referral training program for long term unemployed homeless adults. The focus of this program is to enroll individuals into vocational classroom training programs and place them into employment.

PY 94' GWI experienced start-up difficulties that led to a contract modification. Participants numbers were reduced to a more manageable size, thereby enhancing more opportunities for success. GWI still had difficulties meeting their contract goals. This PY 95' similar problems arose when GWI had problems with start-up which led to another contract modification whereby reducing the number of individuals to be enrolled. A corrective action was requested of the agency to come up with a plan to correct their deficiencies which resulted in a contract modification.

GWI has always been responsive and cooperative and have responded to PIC requests in a timely manner. Paperwork and required forms are submitted on time and attendance at required meetings have always been met.

As of the end of March 1996, GWI has improved dramatically with the reduction of its service level numbers. With manageable numbers like these in the future, GWI should meet its planned placement goals with greater ease.



## Subpart: III Homeless

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$39,000	\$9,560	\$17,668
	Plan	\$39,000	\$23,400	\$23,400
	% of Plan	100%	41%	76%
Enrollments	Actual	3	1	3
	Plan	16	2	5
	% of Plan	19%	50%	60%
Placements	Actual	3	1	1
	Plan	13	1	3
	% of Plan	23%	100%	33%
Placement Rate	Actual	100%	100%	100%
	Plan	81%	50%	75%
Positive Term. Rate	Actual	100%	100%	100%
	Plan	81%	50%	75%
AEEs	Actual	0	0	NA
	Plan	0	0	NA
	% of Plan	0	NA	NA
Wage Rate	Actual	\$7.42	\$7.00	\$7.00
	Plan	\$6.25	\$6.25	\$6.25
	% of Plan	119%	112%	112%
Characteristics (Emphasis Groups)				
Hard-to-Serve adults		actual/plan		
		3/16	1/8	3/8
Non-traditional jobs for women		1/8	0/0	NA
Homeless		1/8	1/8	3/8

\* 9-month actual vs 12-month plan

In PY '94, Northern California Service League operated an OJT program for the Homeless Ex-offender population. It did not achieve its enrollment or placement goals.

In the first six months of PY '95, NCSL still has not improved. A Corrective Action letter was sent to NCSL indicating areas of deficiency. In response to the corrective action letter, NCSL indicated that they would do aggressive job developing for the Homeless ex-offenders.

As of March 30, 1996 NCSL had not met their corrective action plan, but as of April 30th, they had met their enrollment goal (6/6), but not their placement goal. All participants are currently still in training, and should be placed at the end of their training.





## Subpart: Title III Homeless

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	NA	\$13,497	\$17,600
	Plan	NA	\$23,400	\$23,400
	% of Plan	NA	58%	75%
Enrollments	Actual	NA	0	2
	Plan	NA	2	5
	% of Plan	NA	0%	40%
Placements	Actual	NA	0	0
	Plan	NA	1	3
	% of Plan	NA	0%	0%
Placement Rate	Actual	NA	N/A	0%
	Plan	NA	50%	75%
Positive Term. Rate	Actual	NA	N/A	0%
	Plan	NA	50%	75%
AEEs	Actual	NA	0	NA
	Plan	NA	1	NA
	% of Plan	NA	0%	NA
Wage Rate	Actual	NA	N/A	N/A
	Plan	NA	\$6.75	\$6.75
	% of Plan	NA	NA	NA
Characteristics (Emphasis Groups)				
Hard-to-Serve adults		actual/plan	NA	0/8
Non-traditional jobs for women			NA	0/8
Homeless			NA	0/8

\* 9-month actual vs 12-month plan

Northern California Service League (NCSL) operates a Title III Individual Referral program and OJT program for Homeless ex-offenders.

As of March 30, 1996, NCSL had improved its enrollment percentages from 0% to 47%, but still has not achieved any placements. Currently, as of April 30, 1996 seven (7) participants enrolled are still in training and are not expected to complete training until June 30, 1996.



Subpart: **III Homeless**

		PY'94 12 months	PY'95 6 months	PY'95 9 months
Expenditure	Actual	\$68,664	\$39,672	\$52,162
	Plan	\$107,801	\$86,559	\$86,559
	% of Plan	64%	46%	60%
Enrollments	Actual	8	3	3
	Plan	25	6	8
	% of Plan	32%	50%	38%
Placements	Actual	7	0	0
	Plan	15	0	3
	% of Plan	47%	0%	0%
Placement Rate	Actual	88%	NA	0%
	Plan	60%	NA	60%
Positive Term. Rate	Actual	88%	NA	0%
	Plan	60%	NA	60%
AEEs/YEEs	Actual	NA	NA	NA
	Plan	NA	NA	NA
	% of Plan	NA	NA	NA
Wage Rate	Actual	\$7.25	0	NA
	Plan	\$6.50	\$6.50	\$6.50
	% of Plan	112%	NA	NA
Characteristics (Emphasis Groups)				
Hard-to-Serve (actual/plan)		8/25	3/13	3/13
Non-traditional jobs for women		NA	NA	NA
Homeless		8/25	3/13	3/13

\*9 months vs 12 months planned data

The Community Housing Partnership (CHP) operates an on-the-job training (OJT) program for homeless long term unemployed adults and with emphasis on assisting homeless population transition into employment.

PY '95 CHP is behind with enrollments and placements which raises some concern in view of PY '94 problems with enrollments, placements and submittal of required document. Several meetings were held with staff of CHP and PIC to devise a plan to help CHP have a successful program. PIC staff in March 1996 requested a corrective action plan for this contract year.

As of March 30, 1996 CHP has improved their enrollment to 38% (3/13), but placements still remain at 0%, as of April 30, 1996 they are still not achieving their contractual goals.

Staff recommends probation for the first three (3) months of PY '96 if the subcontractor does not achieve 70% of its PY '95 contract goals. Subcontractor will be reevaluated in October/November 1996 to determine whether funding will be continued.



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1/9/96

Planning Committee



PRIVATE INDUSTRY COUNCIL  
of San Francisco, Inc.  
DRAFT MINUTES OF THE  
PLANNING COMMITTEE MEETING  
JUNE 19, 1996

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Brent Andrew, Michael Gonzales, Daniel Grossman, Maria Olivares, Fairfax Randolph, Barbara Thompson, Athena Tsougarakis.

Meeting was convened at 1:45 p.m.

Brent Andrew introduced the newest Committee member, Daniel Grossman President of Wild Planet Toys.

*Motion to adopt the agenda.*

Moved by Barbara Thompson and seconded by Daniel Grossman

Ayes: Michael Gonzales, Daniel Grossman, Maria Olivares, Fairfax Randolph, Barbara Thompson, Athena Tsougarakis

Nays: None

Abstentions: None

*Motion to approve the Planning Committee minutes of the March 29, 1996 meeting.*

Moved by Barbara Thompson and seconded by Athena Tsougarakis

Ayes: Michael Gonzales, Daniel Grossman, Maria Olivares, Fairfax Randolph, Barbara Thompson, Athena Tsougarakis

Nays: None

Abstentions: None

*Motion to accept PIC staff recommendations for JTPA Title IIA-77% (Basic Adult), IIA-5% (Older Individuals), IIA/C-5% (Incentive), IIC-82% (Basic Youth), III-60% (Formula), III-40% (Discretionary) as submitted.*

Moved by Athena Tsougarakis and seconded by Barbara Thompson

Ayes: Daniel Grossman, Fairfax Randolph, Barbara Thompson, Athena Tsougarakis

Nays: None

Abstentions: Michael Gonzales, Maria Olivares

The meeting was adjourned at 3:30 p.m.





PRIVATE INDUSTRY COUNCIL  
of San Francisco, Inc.

NOTICE of a PUBLIC MEETING  
of the  
PLANNING COMMITTEE

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DATE: Friday, June 28, 1996  
TIME: 1:00 - 2:00 p.m.  
LOCATION: City College of San Francisco  
33 Gough Street  
Auditorium

**Agenda**

1. Adoption of agenda \*
2. Public testimony on agenda items as authorized by the Committee chairman throughout the meeting
3. Approval of minutes for the Planning Committee's June 19, 1996 meeting (enclosed) \*
4. Proposed subcontracts and budgets for JTPA Titles IIA/C-8% \*
5. Homeless Employment Collaborative 3 year program plan and recommended design for a Request For Proposals (enclosed) \*
6. Public testimony on non-agenda items

\* Requires Committee action

Issued June 21, 1996



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(Chapter 67 of the San Francisco Administrative Code)**

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PRIVATE INDUSTRY COUNCIL  
of San Francisco, Inc.  
**MEMORANDUM**

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**TO:** MEMBERS, PIC PLANNING COMMITTEE  
MAYOR'S STAFF

**DATE:** JUNE 21, 1996

**FROM:** STEVE ARCELONA

**SUBJECT:** UPDATE OF STAFF RECOMMENDATIONS FOR COMPLETING THE JTPA TITLES II & III  
SUBPARTS OF THE PROGRAM YEAR 1996 JOB TRAINING PLAN

At your June 19, 1996 meeting, staff announced that we had just received the dollar allocation for the Title II A/C 8% State Education Coordinating Grant/Greater Avenues for Independence (SECG/GAIN) subpart. The "8%" program serves only AFDC public assistance recipients. It is the only JTPA subpart administered by the State's Department of Education instead of the Employment Development Department. Its JTPA revenue is matched by an identical amount from California's General Fund. The City's Department of Social Services supports the program with its AFDC subsidies to participants. There were a twelve percent decrease of funds in that particular funding allocation, which resulted in a decrease of training funds to one subcontractor. We have attached for your review staff recommendations.

**BASIS OF FUNDING RECOMMENDATIONS**

Staff's recommendations are based on individual evaluations of subcontractors for PY'94 (ending June 30, 1995) and the first nine months of the current year. There were only two subcontractors which received 8% funding, and they were each evaluated according to the planned goals contained in their subcontract with the PIC. Direct planned-versus-actual comparisons were made of —

- enrollments,
- adults or youth Employability Enhancements,
- expenditures (including financial audits, timely submission of invoices, cost allocation plans, etc.)
- placements,
- participant enrollment characteristics,
- placement rates,
- wage rate of placement (dollars per hours), and

In keeping with the same rationale that was presented at your June 19th meeting, to determine dollar recommendations, staff assigned the two subcontractors to "priority groups" based upon evaluations of performance:

- First priority group — Arriba Juntos' performance goals were met or exceeded, and staff's recommended dollar amount is based on their current contract amount.
- Second priority group — The Family School's performance goals were at 50% of their YEE/AEEs goals, and staff's recommended dollar amount is based on a percentage (81%) of their current contract amount.

It should be noted that the San Francisco GAIN program has changed. The primary focus of GAIN is jobs, not educational attachments. In keeping with the changes of GAIN, The Family School will have to modify its program design to include vocational skills training in order to get GAIN referrals.

Your Friday, June 28th meeting will again be held at the City College Auditorium, 33 Gough Street, beginning at 1:00 p.m. Please call Mary Fernandez at the PIC office (931-7460, Ext. 307) if you will not be able to attend.

Attachments

cc: PIC Staff Emilio Cruz Scott Winkler Proponents

745 Franklin Street, Suite 400, San Francisco, CA 94102-3117  
415/931-7460 Fax 415/931-7590 TDD 415/749-7403



Staff  
Recommendations  
(Addendum)

Proposed PY'96 JTPA Grant Budget

Attachment I

Titles II-A/C 8% SECG/GAIN				Grant Funds Available		PY'95
				PY'95 Formula Allocation		106,889
				PY'95 State Match Allocation		106,889
				PY'94 FIFO		0
				PY'95 Total =		213,778

Enr. Level	Activity	Subcontractor / Budget Item		Final PY'95 Obligations
17	BRE/OCT	Arriba Juntos	AJ	65,903
23	BRE/OCT	The Family School	TFS	105,562
		Public Media Center (Employer Outreach)		2,573
		Operations (Intake, Certification, Employer Outreach)		12,170
		Administration		28,288
40	= Total Grant Enrollment			Program Year Budget = 214,496

Deficit =		-718
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Priority Group		Grant Funds Available		PY'96
		PY'96 Formula Allocation		94,341
		PY'96 State Match Allocation		94,341
		PY'95 FIFO		?
		PY'96 Total =		188,682

Enr. Level	<- Obligation by Cost Category ->				Σ Planned Obligations
	Dir.	Trng.	TR/Supp.	Admin.	
17	57,962	2,344	5,597		65,903
19	78,142	0	7,169		85,311
	0	2,200	0		2,200
	0	10,298	0		10,298
	0	0	24,970		24,970
36	136,104	14,842	37,736		188,682
%=>		72.1 %	7.9 %	20.0 %	

Deficit =		0
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PRIVATE INDUSTRY COUNCIL  
of San Francisco, Inc.

MEMORANDUM

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JUN 24 1996

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TO: MEMBERS, PIC PLANNING COMMITTEE  
MAYOR'S STAFF

DATE: JUNE 21, 1996

FROM: STEVE ARCELONA

SUBJECT: HOMELESS EMPLOYMENT COLLABORATIVE: THREE YEAR PROGRAM PLAN AND  
RECOMMENDED DESIGN FOR REQUEST FOR PROPOSAL.

### I. Purpose and Authorization

The purpose of the Homeless Employment Collaborative (HEC) is to "assist homeless people to find and maintain jobs". It is a part of the Supportive Housing Program administered by the Mayor's Office of Community Development (MOCD) and funded by the U.S. Department of Housing and Urban Development (HUD). The Council approved the PIC's involvement as the administrative entity for the Homeless Employment Collaborative at its April 11, 1995 meeting.

The Homeless Employment Collaborative is authorized by the Stewart B. McKinney Homeless Assistance Act of 1987, P.L. 100-77, Title IV, Subtitle C. It is one of nine projects included in the HUD grant based on the program design by the San Francisco's Continuum of Care committee to work on income and employment strategies. The other projects include The Child Care Voucher Program, Legal Services, Integrated Service Teams linked to housing, Safe Haven for Men, The Oak Street House (transitional housing for families), Rafiki House (transitional housing for African Americans with HIV/AIDS and a history of substance abuse), Larkin Street Youth Center (transitional housing for youth) and the Hamilton Family Center (transitional housing).

### 2. Program Eligibility

The target population for participation in the HEC program is the San Francisco "homeless who live on the streets, in emergency shelters, in transitional or supportive housing or are institutionalized in a prison or in a medical facility but were homeless prior to being institutionalized and who will be homeless after being institutionalized".

3. **Funds:** The program is funded for three years for \$3,000,000; MOCD will receive \$142,858 for grant administration; PIC will receive \$2,857,142 for program implementation.

### 4. Staff Recommendations

#### Program Goals:

	Year 1	Year 2	Year 3	Total
Enrollments	390	430	480	1300
Placements	148	172	202	522
Other Positive Terminations	86	108	134	328
Overall Positive Terminations*	60%	65%	70%	65%

\* The HUD Grant proposed that positive outcomes would increase by at least 5% between years one and three.

**Client Characteristics (3 year projections):**

Youth (16-21) - 10%	Male - 60%
Single Adults under 55 - 65%	Female - 40%
Single Adults over 55 - 5%	Disabled - 35%
Parents with Children -20%	Recovering from addiction - 70%

**Request for Proposals:** There are two agencies in San Francisco that were written into the City's proposal to HUD - Central City Hospitality House (CCHH) to provide employment and training services to homeless youth and Episcopal Community Services (ECS) to provide basic remedial education to the homeless. Proposals will be solicited from San Francisco's non-profit agencies who serve the homeless to provide job training and placement services to homeless adults. Training technologies for this solicitation will include:

- Occupational Classroom Training (OCT)
- Occupational Classroom Training integrated with English-as-a Second Language Training (OCT/ESL)
- Occupational Classroom Training integrated with Basic Remedial Education (OCT/BRE)
- On-the-Job Training Brokerage Service (OJT)
- Individual Referral Brokerage Service (IR)
- Job Search/Job Prep Services, Direct Placement (DP)
- Any "creative" combination of the above

**Types of Agreements:** "Fixed Unit Price Performance - Based" subcontracts for a twelve month period will be negotiated. The basis for payments will be enrollments, completion of training, placements and other positive terminations. Subcontracts may be renegotiated and or renewed for each of the two subsequent years upon agreement between authorized representatives of the individual subcontractors and the PIC provided satisfactory performance is achieved by the subcontractor.

**Program Three Year Budget:**

<b>FUNDS AVAILABLE</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>TOTAL</b>
Supportive Housing Program	1,000,000	1,000,000	1,000,000	3,000,000
Less Mayor's Office Community Dev. Administration	-47,619	-47,619	-47,620	-142,858
<b>Total to be paid with SHP funds =</b>	<b>952,381</b>	<b>952,381</b>	<b>952,380</b>	<b>2,857,142</b>
<b>NON-COMPETITIVE</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>TOTAL</b>
Central City Hospitality House (Youth Training, Stipends)	83,333	83,333	83,334	250,000
Episcopal Community Services (Basic Ed.)	116,666	116,667	116,667	350,000
Career Link (City College of San Francisco)	6,666	6,667	6,667	20,000
PIC, Inc. Operations	105,000	105,000	105,000	315,000
Staff Training / Development Pool	15,000	15,000	15,000	45,000
Supportive Services	83,333	83,333	83,334	250,000
<b>Subtotal Non-competitive =</b>	<b>409,998</b>	<b>410,000</b>	<b>410,002</b>	<b>1,230,000</b>
<b>COMPETITIVE (RFP)</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>TOTAL</b>
<b>Subtotal Competitive =</b>	<b>542,383</b>	<b>542,381</b>	<b>542,378</b>	<b>1,627,142</b>

## 5. Tentative Calendar

Planning Committee public hearing and review of staff recommendations for Plan and RFP design	June 28, 1996
Private Industry Council review and approval of Planning Committee recommendations	July 9, 1996
Bidders Conferences and distribution of RFP	July 17, 1996
CCHH and ECS programs begin	August 1, 1996
Proposals Due Date	August 9, 1996
Planning Committee public hearing and review of staff recommendations	August 28, 1996
Private Industry Council and Mayor review and approve Planning Committee recommendations	September 10, 1996
Contract negotiations begin	September 16, 1996
Remaining HEC Programs start	October 1, 1996

Staff will be available to respond to questions at your next meeting scheduled for Friday, June 28, 1996 at the San Francisco City College auditorium at 33 Gough Street at 1:00 p.m.

cc: PIC Staff  
Emilio Cruz  
Andy Olshin  
Marc Trotz  
Ed DeBerri





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6/28/96 Draft

Planning Comm



PRIVATE INDUSTRY COUNCIL  
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DRAFT MINUTES OF A MEETING OF THE  
PLANNING COMMITTEE

JUNE 28, 1996

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**PRESENT**

Brent Andrew, Daniel Grossman, Michael Mee, Maria Olivares, Barbara Thompson, Athena Tsougarkis

**ABSENT**

Michael Gonzales, Vanessa Johnson, Wayne Lawrence, Arthur Louie, Craig Martin, Fairfax Randolph, Linda Wisner.

The meeting was convened at 1:20 p.m. by Brent Andrew.

Conflict of Interest statements were distributed to each Committee member present to complete, sign, and return to the Secretary of the Council.

Because a quorum was not established, no formal actions were taken by the Committee. The actions below were the consensus of those members present at the meeting.

Motion to accept subcontracts and budgets for JTPA Title IIA/C-8% recommended by PIC staff.

Moved by and seconded by

**Speakers:** Joyce Crum, Daniel Grossman

**Ayes:** Daniel Grossman, Michael Mee, Barbara Thompson, Athena Tsougarkis

**Nays:** None

**Abstentions:** Maria Olivares

Motion to accept Homeless Employment Collaborative three year program plan and recommended design for a Request For Proposal.

Moved by Barbara Thompson and seconded by Athena Tsougarkis

**Speakers:** Steve Arcelona, Jim Kennedy, Ed DeBerri, Barbara Thompson, Brent Andrew, Athena Tsougarkis, Ray Holland, Maria Olivares, Tony Lugo, DeForrest Walker.

**Ayes:** Daniel Grossman, Michael Mee, Maria Olivares, Barbara Thompson, Athena Tsougarkis

**Nays:** None

**Abstentions:** None

The meeting was adjourned at 2:00 p.m.





PRIVATE INDUSTRY COUNCIL  
of San Francisco, Inc.  
MEMORANDUM

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TO: ALL COUNCIL MEMBERS  
THE HONORABLE MAYOR WILLIE L. BROWN, JR.

DATE: JUNE 28, 1996

FROM: BRENT ANDREW, CHAIRMAN, PLANNING COMMITTEE

SUBJECT: COMMITTEE RECOMMENDATIONS FOR COMPLETING THE JTPA TITLES II & III  
SUBPARTS OF THE PROGRAM YEAR 1996 JOB TRAINING PLAN

At earlier meetings this year you instructed the Planning Committee to prepare funding recommendations for PY'96 when final allocations were made known by the State. Those instructions were —

- that training technologies and enrollment goals should remain unchanged for PY'96-'97, continuing in effect the basic programs described in the 1994 program design and solicitation,
- that funding should flow to current contractors who demonstrate good performance and who confirm their willingness to continue under the terms of the 1994 solicitation (or, should current contractors decline to continue or demonstrate poor performance, to bidders who remain available), and
- that once firm allocations are known, the Committee should recommend from among eligible subcontractors on the basis of actual performance in PY'94 including the "most recent data available" for PY'95.

At its meetings of June 19 and June 28, this Committee reviewed staff's evaluations of each subcontractor's performance and heard lengthy testimony in response. Attachment I to this memorandum contains Committee recommendations in the form of detailed "line-item" budgets for each subpart and compares PY'95 final obligations to the Committee's PY'96 proposed obligations. Where applicable, resulting participant characteristics are compared to overall program goals.

#### BASIS OF FUNDING RECOMMENDATIONS

The Committee's recommendations are based on individual evaluations of subcontractors for PY'94 (ending June 30, 1995) and the first nine months of the current year; for some, the period may differ because of the rescission of IIC funds. Each subcontractor was evaluated according to the planned goals contained in their subcontract with the PIC. Direct planned-versus-actual comparisons were made of —

- enrollments,
- adult or youth Employ-ability Enhancements,
- expenditures (including financial audits, timely submission of invoices, cost allocation plans, etc.)
- placements,
- participant enrollment characteristics,
- placement rates,
- wage rates at placement (dollars per hour), and

To determine dollar recommendations, the Committee assigned subcontractors to "priority groups" based upon their varying levels of performance. Highest performers were recommended for awards up to their original proposals; lesser performers were recommended for percentages of their current contract.

Overall subcontractors' performance has improved, but seven subcontractors received corrective action requests during a prior evaluation period. Staff identified those subcontractors in their evaluation sheets for Committee review. Those agencies had either satisfied their corrective action plan or are being recommended for probation.

Four agencies, while being recommended for funding at this time, are also being recommended for probation based on their performance through March of 1996. It is recommended that these agencies be reevaluated in October or November to determine whether funding should be continued. The evaluations and recommendations will be based on achieving at least 70% of each of their PY'95 subcontract goals and of the first three months of their proposed PY'96 subcontract goals.

The primary focus of GAIN has changed to jobs, not educational attainments. In keeping with that change, The Family School will have to modify its 8% program design to include vocational skills training in order to get GAIN referrals.

#### **POLICY REGARDING UNEXPENDED PY'95 FUNDS**

Highest priority, before any distributions are made to subcontractors, should be to the pool set-asides for participant support, Individual Referral (IR) training costs and On-the-Job Training (OJT) reimbursements to employers. Staff will analyze final PY'95 expenses closely and return to the Committee in October with an update on the adequacy of the pools in this budget.

In the IIA 5% Older Workers program, any available unexpended funds not needed for the pools should be earmarked for the NCOA (National Council on Aging) IR program and the Management College proposal to bring the participant characteristics closer to overall goals.

In the IIC Youth program, available unexpended funds should be redirected to an OJT pool if the PIC's waiver request to the State and Department of Labor — to lower the minimum required subsidized OJT wage — is granted. Neither the DOL's decision on that waiver request, nor the minimum wage to be required for youth OJT with or without the waiver, will be known until September 1st.

#### **POLICY REGARDING PY'97 SOLICITATION**

These funding decisions will affect PY'96 only. Unless the Council and the Mayor instruct the staff to apply for a waiver of State policy, which requires a new competition at least every three years, there will be a new solicitation in February to select PIC subcontractors for PY'97 (and possibly longer).

#### **MEETING SCHEDULE**

Because the Committee did not achieve a quorum on June 28, the recommendation for the 8% GAIN program is advisory only. You will be asked to take action on these recommendations at your meeting of July 9. "Conflict of Interest" statements will be distributed to each member before that meeting.

cc: PIC Staff  
Scott Winkler, JTPD  
Proponents (Transmittal and Attachment 1)

Title II-A 77% Basic Adult				Grant Funds Available	PY'95	Priority Group	Grant Funds Available	PY'96		
				PY'95 Formula Allocation	2,666,744		PY'96 Formula Allocation	2,343,212		
				PY'94 FIFO (Surplus)	39,038		PY'95 FIFO	?		
				PY'95 Total =	2,705,782		PY'96 Total =	2,343,212		
Enr. Level	Activity	Subcontractor / Budget Item		Final PY'95 Obligations		Enr. Level	<- Obligation by Cost Category ->		Σ Planned Obligations	
							Dir. Trng.	Tr/Supp.	Admin.	
17	Individual Referral	Jewish Vocational Service	JVS	28,945	1	32	0	55,180	0	55,180
29		Career Resources Development Center	CRDC	36,619	2	28	0	31,658	3,130	34,788
17		Third Baptist Church	TBC	35,719	3	15	27,370	1,930	2,848	32,148
14		Bay Area Urban League	BAUL	36,147	4	12	54	29,653	1,419	31,126
		IR Pool (Training Reimbursement) /1.	IR Pool	181,372			117,139	0	1,320	118,459
23	Occupational Classroom Training	Asian Neighborhood Design	AND	63,017	1	25	59,700	3,568	6,220	69,488
15		Mission Hiring Hall / SOMECS	MHH / SOMECS	39,642	2	14	33,425	1,661	2,575	37,661
22		City College of San Francisco	CCSF/JAC	51,981	3	20	41,938	1,380	3,465	46,783
24		San Francisco Vocational Services	SFVS	83,279	4	20	64,168	1,238	5,381	70,787
9		Center for Employment Training	CET	58,875	5	7	47,100	0	0	47,100
30	OESL	Chinatown American Cooks School	CACS	75,451	6	22	49,380	2,310	4,898	56,588
25		Korean Center, Inc.	KCI	73,163	1	47	117,663	6,834	12,310	136,807
52		Career Resources Development Center	CRDC	154,488	2	49	126,076	8,256	12,433	146,765
52		Mission Language & Vocational School	MLVS	127,282	3	47	98,966	5,279	10,310	114,555
18		San Francisco Vocational Services	SFVS	48,936	1	20	48,589	1,299	4,074	53,962
36	On Job Training	Arriba Juntos	AJ	98,985	2	34	80,414	5,245	8,377	94,036
21		Northern California Service League	NCSL	40,808	3	19	31,595	2,366	2,766	36,727
31		Jewish Vocational Service	JVS	63,028	4	26	50,987	2,587	0	53,574
60		Swords to Plowshares	STP	181,190	5	48	124,633	7,220	13,039	144,952
44		Bay Area Urban League	BAUL	134,953	6	33	90,834	5,012	5,369	101,215
19	Common Cost Pools /2.	OMICA	OMICA	121,703	7	14	78,499	4,564	8,215	91,278
		OJT Pool (Employer Reimbursement)	OJT Pool	204,043			128,788	0	0	128,788
		Career Link (Assessment Center)	SFAC	50,000			0	0	0	0
		Children's Council (Providers' costs)	CCSF-P	136,778			0	130,456	0	130,456
		Children's Council (Operating expense)	CCSF-O	18,137			0	14,221	3,916	18,137
	PIC, Inc.	Supportive services (Txport., health, etc.)		47,347			0	47,347	0	47,347
		Public Media Center (Employer Outreach)	PMC	25,213			0	15,379	0	15,379
		Operations (Intake, Certification, Employer Outreach)		72,549			0	72,549	0	72,549
		Administration /3.	ACP	408,669			0	0	356,577	356,577
558	= Total Grant Enrollment		Program Year Budget =	2,698,319		532	1,417,378	457,192	468,642	2,343,212
						%-->	60.5%	19.5%	20.0%	
Unobligated Balance =					7,463	Deficit =				

Note /1. Estimate of IR Pool setaside by contractor to be determined during negotiations.

Recommended for Probation =

Note /2. Cost Pools are estimates based on actual PY'95 expense through April (month 10) and prior year experience. Some are very difficult to predict: child care costs, for example, depend on the number of parents enrolled and the number of children requiring care.

Note /3. Total Admin cannot exceed 20% of allocation; the PIC's share is calculated as the balance of 20% after subcontractor obligations are subtracted.

Title II-A 5% Older Individuals				Grant Funds Available	PY'95
				PY'95 Formula Allocation	350,953
				PY'94 FIFO	52,697
				PY'95 Total =	403,650
Enr. Level	Activity	Subcontractor / Budget Item		Final PY'95 Obligations	
66	OESL	Self-Help for the Elderly		SHE	152,243
15	OESL	Korean Center, Inc.		KCI	41,580
34	OCT	Renaissance Experience Plus		REP	94,500
6	IR	NCOA Individual Referral Pool		IR Pool	22,294
		Career Link (Assessment Center)			5,298
	Cost Pools	Supportive services (Txport., health, etc.)			12,000
		Public Media Center (Employer Outreach)			3,708
	PIC, Inc.	Operations (Intake, Certification, Employer Outreach)			16,000
		Administration		ACP	53,598
121	= Total Grant Enrollment			Program Year Budget = 401,221	
Unobligated Balance = 2,429					

Grant Funds Available				PY'96
PY'96 Formula Allocation				315,681
PY'95 FIFO				N/A
PY'96 Total =				315,681

Priority Group		Enr. Level	<- Obligation by Cost Category ->				Σ Planning Obligation
			Dir. Trng.	TR/Supp.	Admin.		
1	66	131,679	7,043	13,521		152,243	
	2	14	32,699	1,899	3,375	37,973	
	3	18	43,232	2,514	4,524	50,270	
	0	0	0	0	0	0	
	0	0	0	0	0	0	
	0	0	14,598	0	0	14,598	
	0	0	2,881	0	0	2,881	
	0	0	16,000	0	0	16,000	
	0	0	0	41,716	0	41,716	
	98	207,610	44,935	63,136		315,681	
%→		65.8 %	14.2 %	20.0 %			
Deficit = 0							

Titles II-A/C 5% Incentive			Grant Funds Available	PY'95
			PY'94 Incentive Award Earned	189,919
			PY'93 FIFO	44,307
			PY'95 Total =	234,226
Enr. Level	Activity	Subcontractor / Budget Item	Final PY'95 Obligations	
17	BRE	PHCDC Potrero Hill Community Dev. Corp.	PHCDC	54,037
89	STEP	SFUSD STEP School Year Support	SFUSD-SYS	42,599
1	STEP	PIC/SFUSD STEP SYS Mentor Tutors	SYS	48,332
		Career Link (Assessment Center)	SFAC	3,340
	Cost Pools	Children's Council (Providers' costs)	CCSF-P	25,000
		Children's Council (Operating expense)	CCSF-O	5,000
		Supportive services (Txport., health, etc.)		3,360
		Public Media Center (Employer Outreach)	PMC	2,338
	PIC, Inc.	Operations (Intake, Certification, Employer Outreach)		5,000
		Administration		38,677
106	= Total Grant Enrolment		Program Year Budget =	227,683
			Unobligated Balance =	6,543

Grant Funds Available				PY'96
PY'95 Incentive Award Earned				67,438
PY'94 FIFO (Estimated)				2,690
PY'96 Total =				70,128

Enr. Level	<- Obligation by Cost Category ->				Σ Planning Obligation
10	Dir. Trng.	TR/Supp.	Admin.		
	28,154	1,634	2,946		32,734
0	0	0	0	0	0
1	11,841	0	0	0	11,841
	0	0	0	0	0
	0	3,179	0	0	3,179
	0	460	694	0	1,154
	0	3,496	0	0	3,496
	0	2,338	0	0	2,338
	0	5,000	0	0	5,000
	0	0	10,386	0	10,386
10	39,995	16,107	14,026		70,128
%→	57.0 %	23.0 %	20.0 %		
Unobligated Balance =					0



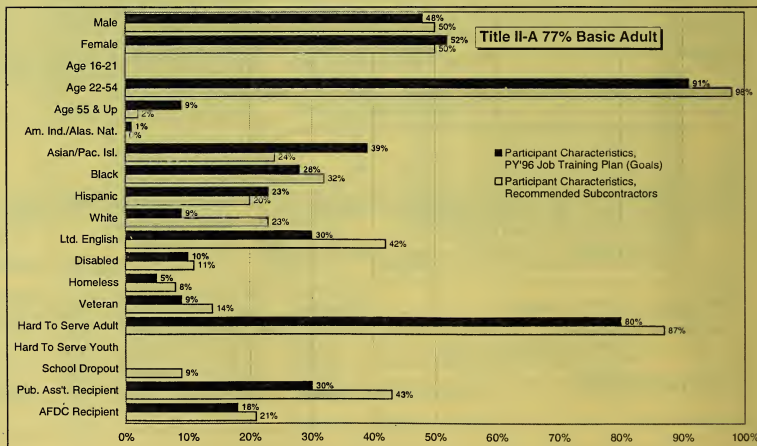
Title II-C 82% Basic Youth				Grant Funds Available	PY'95	Priority Group	Grant Funds Available	PY'96			
				PY'95 Formula Allocation	304,743		PY'96 Formula Allocation	309,425			
				CY'95 IIB SYETP Transfer	300,000		CY'96 IIB SYETP Transfer	0			
				PY'94 FIFO	99,728		PY'95 FIFO (Estimated)	71,533			
				PY'95 Total =	704,471		PY'96 Total =	380,958			
Enr. Level	Activity	Subcontractor / Budget Item	Σ Planning Obligation		Priority Group	Enr. Level	<- Obligation by Cost Category ->			Σ Planning Obligation	
						Dir. Trng.	TR/Supp.	Admin.			
10	IR	Career Resources Dev. Center	CRDC	14,268		1	11	0	12,987	1,284	14,271
0	IR	Chinatown Youth Center /1.	CYC	6,994		2	0	0	0	0	0
2	BRE/IR	San Francisco Educational Services	SFES	21,211		3	0	0	0	0	0
	IR Pool	PIC IR Pool (Training Pgm. Reimbursement)		76,266				33,362	0	337	33,699
24	OCT	Asian Neighborhood Design	AND	87,300	1	24	75,005	4,612	7,683	87,300	
7	OCT	Mission Hiring Hall / SOMECH	MHH / SOMECH	19,440	2	8	18,500	532	958	19,990	
0	OCT	San Francisco Vocational Services /1.	SFVS	1,246	3	3	8,401	0	485	8,886	
0	OCT	Chinatown American Cooks School /1.	CACS	1,585	4	0	0	0	0	0	
0	OCT	Youth Guidance Ctr. Imp. Committee /1.	YGIC	12,018	5	0	0	0	0	0	
0	OCT/OJT	Charity Cultural Services Center		1,911			0	0	0	0	
20	OESL	Mission Lang. & Voc. School	MLVS	51,349	1	33	58,053	2,805	5,814	66,672	
19	OESL	Community Educational Services	CES	49,196	2	19	42,535	2,256	4,405	49,196	
11	OESL	Career Resources Dev. Center	CRDC	38,729	3	0	0	0	0	0	
7	OESL	Glide/Vietnamese Youth Dev. Ctr.	VYDC	20,035	4	0	0	0	0	0	
6	OJT	Arriba Juntos	AJ	19,465	1	0	0	0	0	0	
7	OJT	Chinatown Youth Center	CYC	19,722	2	0	0	0	0	0	
21	OJT	OMICA	OMICA	26,538	3	0	0	0	0	0	
	OJT Pool	PIC OJT Pool (Employer Reimbursement)		25,580			0	0	0	0	
		Career Link (Assessment Center)	SFAC	0			0	0	0	0	
	Cost Pools	Children's Council (Providers' costs)	CCSF-P	66,438			0	19,550	0	19,550	
		Children's Council (Operating expense)	CCSF-O	11,616			0	3,880	1,069	4,949	
		Supportive services (Txport., health, etc.)		20,293			0	10,679	0	10,679	
		Public Media Center (Employer Outreach)	PMC	0			0	0	0	0	
	PIC, Inc.	Operations (Intake, Certification, Employer Outreach)		19,747			0	11,609	0	11,609	
		Administration /3.		80,679			0	0	54,157	54,157	
134		Program Year Budget =		691,626		98	235,856	68,910	76,192	380,958	
						%→	61.9 %	18.1 %	20.0 %		
Unobligated Balance =						12.845	Deficit =				

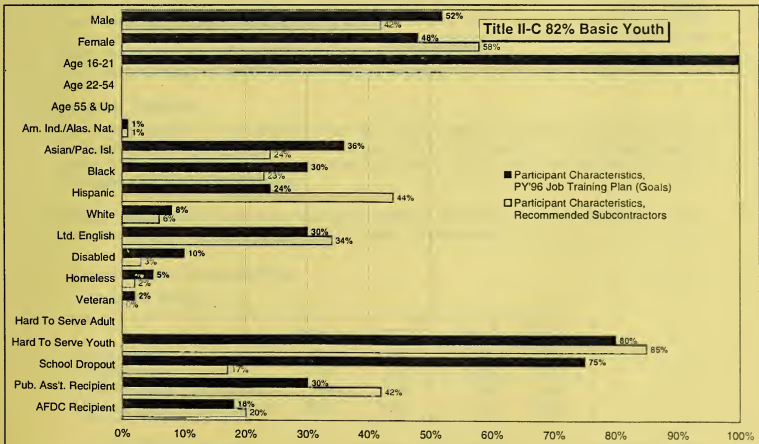
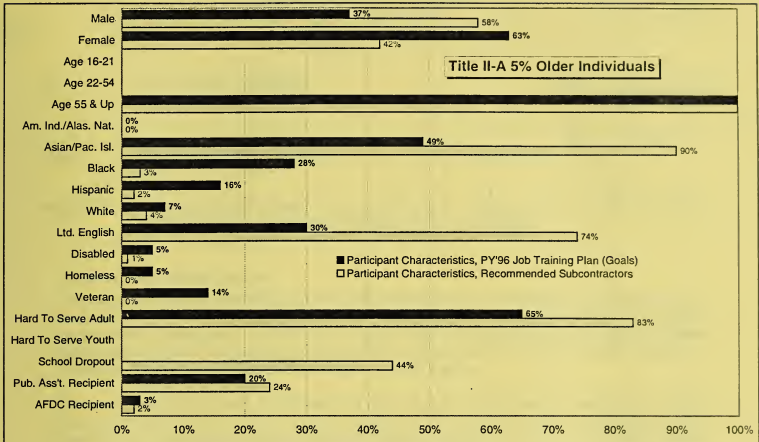
/1. PY'95 program abruptly terminated in August 1995 due to rescission of grant funds.

Titles II-A/C 8% SECG/GAIN				Grant Funds Available		PY'95	Priority Group	Grant Funds Available				PY'96	
				PY'95 Formula Allocation		106,889		PY'96 Formula Allocation				94,341	
				PY'95 State Match Allocation		106,889		PY'96 State Match Allocation				94,341	
				PY'94 FIFO		0		PY'95 FIFO				?	
				PY'95 Total =		213,778		PY'96 Total =				188,682	
Enr. Level	Activity	Subcontractor / Budget Item		Final PY'95 Obligations				Enr. Level	<- Obligation by Cost Category ->			Σ Planned Obligations	
17	BRE/OCT	Arriba Juntos	AJ	65,903			1	17	57,962	2,344	5,597	65,903	
23	BRE/OCT	The Family School	TFS	105,562			2	19	78,142	0	7,169	85,311	
		Public Media Center (Employer Outreach)		2,573					0	2,200	0	2,200	
		Operations (Intake, Certification, Employer Outreach)		12,170					0	10,298	0	10,298	
		Administration		28,288					0	0	24,970	24,970	
40	= Total Grant Enrollment		Program Year Budget =		214,496			36	136,104	14,842	37,736	188,682	
Deficit =						-718		Deficit = 0					



Title III-A 60% Formula Allocation		Grant Funds Available	PY'95	Priority Group	Grant Funds Available	Total
		PY'95 60% Formula Allocation	2,265,946		PY'96 50% Formula Allocation	1,711,647
		PY'94 FIFO	0		PY'95 FIFO	?
		PY'95 Total =	2,265,946		PY'96 Total =	1,711,647
Activity	Subcontractor / Budget Item	Final PY'95 Obligations				Σ Planning Obligation
Homeless	Arriba Juntos	AJ 110,333	1			137,911
	Glide Foundation (including IR Pool)	GLIDE 100,317	2			83,567
	No. Calif. Service League (incl. IR/OJT Pool)	NCSL 46,800	3			42,120
	Goodwill Industries (including IR Pool)	GOODWILL 78,459	4			66,690
	Comm. Housing Partnership (incl. OJT Pool)	CHP 86,567	5			69,247
	Homeless IR/OJT Pools (Training Reimbursement)	255,413				235,500
Individual Referral	IR Setaside. Individually-tailored instruction at local colleges, universities, and vocational training programs, depending on worker needs.	869,565				436,770
	Career Link (Assessment Center)	0				50,000
	Children's Council (Providers' costs)	136,000				109,545
	Children's Council (Operating expense)	27,500				27,386
	Supportive services (Txport., health, etc.)	67,500				51,349
	Public Media Center (Employer Outreach)	0				25,000
	Operations (Intake, Cert., Empl. Outreach)	147,600				119,815
	Administration, PIC and Subcontractors	339,892				256,747
Program Year Budget =		2,265,946				1,711,647
Deficit =			0	Deficit =		
				Recommended for Probation =		







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PRIVATE INDUSTRY COUNCIL  
of San Francisco, Inc.  
MEMORANDUM

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TO: ALL COUNCIL MEMBERS  
THE HONORABLE MAYOR WILLIE L. BROWN, JR.

DATE: JUNE 28, 1996

FROM: BRENT ANDREW, CHAIRMAN OF THE PLANNING COMMITTEE

SUBJECT: HOMELESS EMPLOYMENT COLLABORATIVE: THREE YEAR PROGRAM PLAN AND  
RECOMMENDED DESIGN FOR REQUEST FOR PROPOSAL.

**I. Purpose and Authorization**

The purpose of the Homeless Employment Collaborative (HEC) is to "assist homeless people to find and maintain jobs". It is a part of the Supportive Housing Program administered by the Mayor's Office of Community Development (MOCD) and funded by the U.S. Department of Housing and Urban Development (HUD). The Council approved the PIC's involvement as the administrative entity for the Homeless Employment Collaborative at its April 11, 1995 meeting.

The Homeless Employment Collaborative is authorized by the Stewart B. McKinney Homeless Assistance Act of 1987, P.L. 100-77, Title IV, Subtitle C. It is one of nine projects included in the HUD grant based on the program design by the San Francisco's Continuum of Care committee to work on income and employment strategies. The other projects include The Child Care Voucher Program, Legal Services, Integrated Service Teams linked to housing, Safe Haven for Men, The Oak Street House (transitional housing for families), Rafiki House (transitional housing for African Americans with HIV/AIDS and a history of substance abuse), Larkin Street Youth Center (transitional housing for youth) and the Hamilton Family Center (transitional housing).

**2. Program Eligibility**

The target population for participation in the HEC program is the San Francisco "homeless who live on the streets, in emergency shelters, in transitional or supportive housing or are institutionalized in a prison or in a medical facility but were homeless prior to being institutionalized and who will be homeless after being institutionalized".

**3. Funds:** The program is funded for three years for \$3,000,000; MOCD will receive \$142,858 for grant administration; PIC will receive \$2,857,142 for program implementation.

**4. Committee Recommendations**

**Program Goals:**

	Year 1	Year 2	Year 3	Total
Enrollments	390	430	480	1300
Placements	148	172	202	522
Other Positive Terminations	86	108	134	328
Overall Positive Terminations*	60%	65%	70%	65%

\* The HUD Grant proposed that positive outcomes would increase by at least 5% between years one and three.

**Client Characteristics (3 year projections):**

Youth (16-21) - 10%	Male - 60%
Single Adults under 55 - 65%	Female - 40%
Single Adults over 55 - 5%	Disabled - 35%
Parents with Children -20%	Recovering from addiction - 70%

**Request for Proposals:** There are two agencies in San Francisco that were written into the City's proposal to HUD - Central City Hospitality House (CCHH) to provide employment and training services to homeless youth and Episcopal Community Services (ECS) to provide basic remedial education to the homeless. Proposals will be solicited from San Francisco agencies who serve the homeless to provide job training and placement services to homeless adults. Training technologies for this solicitation will include:

Occupational Classroom Training (OCT)  
 Occupational Classroom Training integrated with English-as-a Second Language Training (OCT/ESL)  
 Occupational Classroom Training integrated with Basic Remedial Education (OCT/BRE)  
 On-the-Job Training Brokerage Service (OJT)  
 Individual Referral Brokerage Service (IR)  
 Job Search/Job Prep Services, Direct Placement (DP)  
 Any "creative" combination of the above

**Types of Agreements:** "Fixed Unit Price Performance - Based" subcontracts for a twelve month period will be negotiated. The basis for payments will be enrollments, completion of training, placements and other positive terminations. Subcontracts may be renegotiated and or renewed for each of the two subsequent years upon agreement between authorized representatives of the individual subcontractors and the PIC provided satisfactory performance is achieved by the subcontractor.

**Program Three Year Budget:**

<b>FUNDS AVAILABLE</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>TOTAL</b>
Supportive Housing Program	1,000,000	1,000,000	1,000,000	3,000,000
Less Mayor's Office Community Dev. Administration	-47,619	-47,619	-47,620	-142,858
<b>Total to be paid with HEC funds =</b>	<b>952,381</b>	<b>952,381</b>	<b>952,380</b>	<b>2,857,142</b>
<b>NON-COMPETITIVE</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>TOTAL</b>
Central City Hospitality House (Youth Training, Stipends)	83,333	83,333	83,334	250,000
Episcopal Community Services (Basic Ed.)	116,666	116,667	116,667	350,000
Career Link (City College of San Francisco)	6,666	6,667	6,667	20,000
PIC, Inc. Operations	105,000	105,000	105,000	315,000
Staff Training / Development Pool	15,000	15,000	15,000	45,000
Supportive Services	83,333	83,333	83,334	250,000
<b>Subtotal Non-competitive =</b>	<b>409,998</b>	<b>410,000</b>	<b>410,002</b>	<b>1,230,000</b>
<b>COMPETITIVE (RFP)</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>TOTAL</b>
<b>Subtotal Competitive =</b>	<b>542,383</b>	<b>542,381</b>	<b>542,378</b>	<b>1,627,142</b>

## 5. Tentative Calendar

Planning Committee public hearing and review of staff recommendations for Plan and RFP design	June 28, 1996
Private Industry Council review and approval of Planning Committee recommendations	July 9, 1996
Bidders Conferences and distribution of RFP	July 17, 1996
CCHH and ECS programs begin	August 1, 1996
Proposals Due Date	August 9, 1996
Planning Committee public hearing and review of staff recommendations	August 28, 1996
Private Industry Council and Mayor review and approve Planning Committee recommendations	September 10, 1996
Contract negotiations begin	September 16, 1996
Remaining HEC Programs start	October 1, 1996

Because the Committee did not achieve a quorum on June 28, these recommendations are advisory only. You will be asked to take action on these recommendations at your meeting of July 9.

cc: PIC Staff  
Emilio Cruz  
Andy Olshin  
Marc Trotz  
Ed DeBerri  
PIC Subcontractors







PRIVATE INDUSTRY COUNCIL  
of San Francisco, Inc.

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NOTICE of a PUBLIC MEETING  
of the  
PLANNING COMMITTEE

DATE: Wednesday August 28, 1996  
TIME: 1:30 - 3:30 p.m.  
LOCATION: City College of San Francisco  
33 Gough Street  
Auditorium

*Public testimony on agenda items as authorized by the Committee chairman throughout the meeting*

**Agenda**

1. Adoption of agenda \*
2. Approval of minutes for the Planning Committee's June 28 meeting
3. Staff recommendations for funding of Homeless Employment Collaborative \*
4. Staff recommendations for Adult & Youth Employment Competencies (AECs & YECs) \*
5. Public testimony on non-agenda items

\* *Requires Committee action*

*Issued August 20, 1996*



*If you require special accommodation due to a disability, please call Roberta Fazande at 931-7460 or TDD 749-3117 at least 72 hours in advance*

**Know your rights under the Sunshine Ordinance  
(Chapter 67 of the San Francisco Administrative Code)**

*Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.*

*For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075.*

745 Franklin Street, Suite 400, San Francisco, CA 94102-3117  
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PRIVATE INDUSTRY COUNCIL  
of San Francisco, Inc.

MEMORANDUM

TO: PLANNING COMMITTEE MEMBERS

DATE: AUGUST 20, 1996

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: JOB TRAINING PARTNERSHIP ACT (JTPA) ADULT AND YOUTH EMPLOYMENT COMPETENCIES

Attached for your review and approval are the Adult Employment Competencies (AECs) and Youth Employment Competencies (YECs) for Program Year 1996 JTPA Subcontractors.

AECs and YECs are positive participant termination categories for which subcontractors can receive credit for positive outcomes. The Department of Labor Performance Standards for which the PIC's overall performance is measured are determined by a combination of job placements and competencies met. Adult Employment Competencies (AECs) consist of two general skill areas: basic education skills (which include both math and English) or job specific skills. Adults must attain proficiency in at least one of the two skill areas to qualify for an AEC.

Youth Employment Competencies (YECs) consist of three general skill areas: basic educational skills (which include both math and English), job specific skills, and pre-employment/work maturity skills. Youths must attain proficiency in two of the three skill areas to qualify for a YEC.

In accordance with federal requirements, the Private Industry Council must approve AECs and YECs in order for the PIC to issue credit to subcontractors. The Competencies shown on the attached pages are recognized in the subcontractors for the period beginning July 1. Furthermore, the achievements of AECs and YECs are utilized in the overall statistical reporting of the JTPA program outcomes to the State Job Training Partnership Division.

In reviewing these, keep in mind that individual programs target differing jobs with differing requirements, and have very different lengths of training. Not all participants are being prepared for any single level of competence.

cc: PIC staff, PIC subcontractors, Scott Winkler, JTPD

The first part of the paper discusses the importance of maintaining accurate records of all transactions. It is essential for the company to have a clear and concise system in place to ensure that all data is properly recorded and stored. This will allow for easy access and retrieval of information when needed.

The second part of the paper focuses on the importance of maintaining accurate records of all transactions. It is essential for the company to have a clear and concise system in place to ensure that all data is properly recorded and stored. This will allow for easy access and retrieval of information when needed.

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The tenth part of the paper focuses on the importance of maintaining accurate records of all transactions. It is essential for the company to have a clear and concise system in place to ensure that all data is properly recorded and stored. This will allow for easy access and retrieval of information when needed.

# RECOMMENDED ADULT AND YOUTH EMPLOYMENT COMPETENCIES

## Summary of PY'96 PIC JTPA Subcontracts which include AECs and YECs

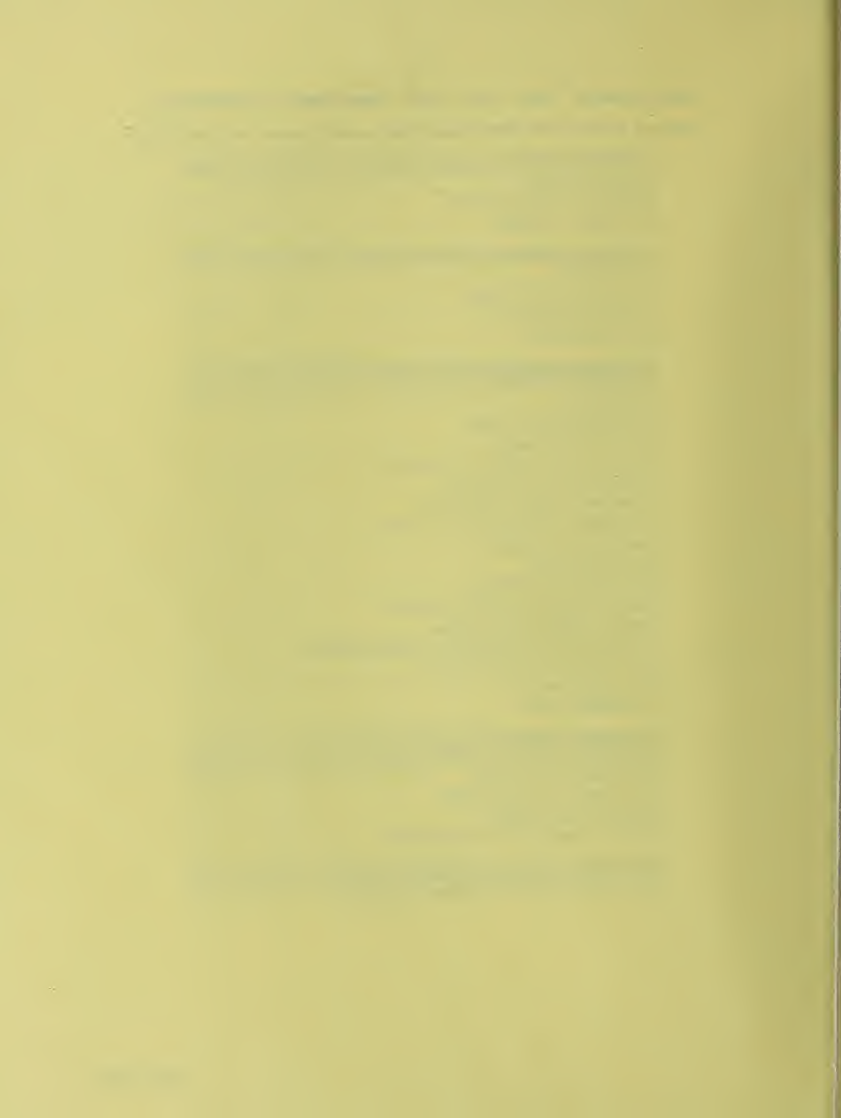
5% Older Worker Programs	AECs	YECs
Korean Center, Inc.	x	
Renaissance Experience Plus	x	
Self Help for the Elderly	x	

8% State Coordination Grants	AECs	YECs
Arriba Juntos	x	
Asian Neighborhood Design		x
Jewish Vocational Service		x
The Family School	x	x

77% Basic Training Programs for Disadvantaged Adults	AECs	YECs
Arriba Juntos	x	
Asian Neighborhood Design	x	
Bay Area Urban League	x	
Career Resources Development Center	x	
Center for Employment Training	x	
Chinatown American Cooks School	x	
City College of S.F./John Adams Campus	x	
Jewish Vocational Service	x	
Korean Center, Inc.	x	
Mission Hiring Hall/SOMECE	x	
Mission Language and Vocational School	x	
Northern California Service League	x	
Oceanview/Merced/Ingleside Community Association	x	
San Francisco Vocational Services	x	
Swords to Plowshares	x	
Third Baptist Church	x	

82% Basic Training Programs for Disadvantaged Youths	AECs	YECs
Asian Neighborhood Design		x
Community Educational Services		x
Mission Hiring Hall/SOMECE		x
Mission Language and Vocational School		x

5% Joseph H. Bailey	AECs	YECs
Potrero Hill Community Development Corporation	x	x



## **OLDER WORKERS ADULT COMPETENCIES - 5%**

### **Korean Center INC. - OESL**

#### Entry Requirements

1. Job Specific Skills  
no sales or service occupation skills as measured by a maximum of 20% on the KCI Sales and Service Skills Test, or no typing skills as determined by the KCI developed typing test

#### Exit Requirements

1. Job Specific Skills
  - a. passed the KCI Sales and Service Skills Test with a minimum score of 50% or an improvement of at least 50% over the entry-level score, whichever is greater, or
  - b. improved at least 25 wpm in typing as determined by the KCI typing test,

### **Self Help for the Elderly - OESL**

#### Entry Requirements

1. Basic Educational Skills:  
Limited English speaking as determined by a maximum score of 40% on the SHE developed ESL pre-program test, and
2. Job Specific Skills  
Limited o housekeeping skills training and experience as determined by a maximum score of 40% on the SHE -developed housekeeping skills test.

#### Exit Requirements

1. Job Specific Skills  
passed the SHE-developed housekeeping skills' post-program test with minimum 70% score in both Parts A and B., and
2. Basic Educational Skills:  
passed the SHE-developed ESL post-program test with a minimum 70% score.

### **Renaissance Experience Plus - OCT**

#### Entry Requirements

1. Job Specific Skills  
score a maximum of 50 points on the Renaissance Experience Plus developed exam for clerical, sales or service occupations

#### Exit Requirements

1. Job Specific Skills  
They have passed the Renaissance Experience Plus developed Final Exam for clerical, service or sales occupations with a minimum score of 70 points.

## **ADULT EMPLOYMENT COMPETENCIES - 77%**

### **Arriba Juntos - OJT**

#### Exit Requirements

The OJT trainee must complete a minimum of 50% of the OJT hours for AEC attainments.

### **Asian Neighborhood Design (77% & 8%)**

#### Entry Requirements

1. Job Specific Skills  
score a maximum of 50% on the AND developed General Woodworking Test.

### Exit Requirements

#### 1. Job Specific Skills

Participants must satisfactorily complete two competency-based hands-on projects as certified by the instructor and must also achieve the required exit-test scores on the AND General Woodworking Test as determined by their individual entry-test scores:

Woodworking Entry	Woodworking Exit	Minimum Increase
0%	50%	50%
10%	60%	50%
20%	70%	50%
30%	70%	40%
40%	70%	30%
50%	80%	30%

### **Bay Area Urban League - OJT**

### Exit Requirements

#### 1. Job Specific Skills

The OJT trainee must complete a minimum of 50% of the OJT hours for AEC attainments.

### **Bay Area Urban League - IR**

### Exit Requirements

#### 1. Job Specific Skills

The participants must receive a minimum of one half of the total planned hours of training for AEC attainments.

### **Chinatown American Cooks School - OESL**

### Entry Requirements

#### 1. Job Specific Skills

maximum score of 40% on the Chinatown American Cooks School Culinary exam.

### Exit Requirements

#### 1. Job Specific Skills

passed the Chinatown American Cooks Culinary exam with a score of 50 percentage points above their entry scores.

### **Career Resources Development Center- OESL**

### Entry Requirements

#### 1. Job Specific Skills

- Maximum typing speed 40 wpm,
- Maximum Word Perfect score 40%, and
- Maximum Medical terminology test score 40% (Medical class only).

### Exit Requirements

#### 1. Job Specific Skills

- a minimum increase of 20 wpm on a standardized typing test,
- demonstrated ability to produce type written, error-free copy in standard letter, memo, and report format (as per instructor evaluation),
- demonstrated ability (as per instructor evaluation) to perform basic computer workstation operator functions and some system operator functions, e.g., printer operations, initial program load and diskette handling,
- demonstrated knowledge of PCs (per instructor evaluation),

- e. a minimum score of 70% on the Word Perfect test, and
- f. a minimum score of 70% on medical terminology test (Medical /Clerical only ).

#### **Career Resources Development Center - IR**

##### Exit Requirements

The participants must receive a minimum of one half of the total planned hours of training for AEC attainments

#### **City College OCT**

##### Entry Requirements (For CCSF screening only)

1. Basic Educational Skills
  - a. minimum 9th grade reading level as determined by the Wide Range Achievement Test (WRAT) or the Test of Adult Basic Education (TABE), and 9th grade language level as determined by the ABE,
  - b. minimum 9th grade math level (as determined by the TABE) for the accounting track,
2. Job Specific Skills
  - a. minimum typing ability of 30 wpm (as determined by the CCSF-JAC developed typing test) for the clerical (word processing ) track,
  - b. minimum typing ability of 25 wpm (as determined by the CCSF-JAC developed typing test) for the microcomputer business application track.

##### Exit Requirements

1. Job Specific Skills
  - a. Clerical/Word Processing participants
    - i. will have achieved minimum scores of 80% on the CCSF-JAC Business English exam and on the Computer Applications-Introduction course exam, and the word processing-advanced exam, and
    - ii. will have completed 100% of all course requirement for Effective Business Communication, Job Preparation, and Office Technology as indicated by student performance checklist.
  - b. Computerized Accounting participants
    - i. will have achieved a minimum score of 80% on the CCSF-JAC Business English exam, the Computer Applications-Introduction course exam, and the spreadsheets-intermediate course exam , and
    - ii. will have completed 100% of all course requirements for Effective Business Communication ,and Job Preparation as indicated by student performance checklists.
  - c. Microcomputer Business Applications participants
    - i. will have achieved minimum scores of 80% on the CCSF-JAC Business English exam, the Computer application-Introduction course exam, and the three microcomputer business application course exam(one at the advanced level, one at the intermediate level, and one at the beginning level), and
    - ii. will have completed 100% of all course requirements for Effective Business Communication, and Job Preparation as indicated by student performance checklists.



## **Center for Employment Training**

### Entry Requirements

1. Job Specific Skills
  - a. maximum score of 40% on a building maintenance pre-test.

### Exit Requirements

1. Job Specific Skills
  - a. minimum score of 70% on building maintenance core competency tests, which will be documented on the core competency record.

## **Jewish Vocational Services - OJT**

### Exit Requirements

The OJT trainee must complete a minimum of 50% of the OJT hours for AEC attainments.

## **Jewish Vocational Services - IR**

### Exit Requirements

The participants must receive a minimum of one half of the total planned hours of training for AEC attainments.

## **Jewish Vocation Services - 8%**

### Entry Requirements

1. Job Specific Skill
  - must have a RN degree from the former Soviet Union ,

### Exit Requirements

1. Job Specific Skill
  - achieve a passing score on the City College exam and certification as a California State Certificated Licensed Vocational Nurse.

## **Korean Center - OESL**

### Entry Requirements

1. Basic Education Skills
  - a. Maximum ESL score of 400 for limited English participants as measured by the Structured Test of English Language ,
  - b. Maximum 9th grade reading (for English proficient participants) and math level , as determined by the Test of Adult Basic Education (TABE), level E, M or D,
2. Job Specific Skills
  - a. maximum score of 50% on an KCI developed Word Processing Competency Test.

### Exit Requirements

1. Basic Educational Skills
  - a. for limited English speaking participants, increase one ESL level or for fluent English speakers, increase one full grade level in reading as determined by the TABE and as certified by an instructor, and
  - b. increase one full grade level in math as determined by the TABE and as certified by an instructor, or
2. Job Specific Skills
  - a. improved at least 30 wpm in typing as determined by the KCI typing test, and
  - b. passed the Word Processing Competency Test with a minimum score of 70%

### **Mission Hiring Hall**

#### **Entry Requirements**

1. Job Specific Skills  
Maximum score of 40% on the Press Operation test and

#### **Exit Requirements**

1. Job Specific Skills  
have passed the CCSF Press Operation test with minimum score of 75% or an improvement of at least 50 percentage points from the entry scores, whichever is greater.

### **Mission Language and Vocational School**

COMPETENCY	BENCHMARK	MEANS OF MEASUREMENT
Basic Education Skills: No minimum	Minimum attainment of ESL 400 for VESL I, II and one grade level improvement for all other components	EPT (English Placement Test) or TABE (Test of Adult Basic Education)
	Minimum math improvement of one full grade level	Test of Adult Basic Education (TABE)
Job Specific Skills: No minimum	Knowledge of keyboard by touch; 20 words per minute net increase, 60 spm on the 10 key calculator, alpha/ numerical filing in 5 minutes	5-minute typing test (Southwestern Publishing)  MLVS - developed test MLVS - developed test

### **Northern California Service League**

#### **Exit Requirement**

##### **Job Specific Skills**

The OJT trainee must complete a minimum of 50% of the OJT hours for AEC attainments.

### **Oceanview, Merged, Ingleside Community Association**

#### **Exit Requirement**

##### **1. Job Specific Skills**

The OJT trainee must complete a minimum of 50% of the OJT hours for AEC attainments.

San Francisco Vocational Services - OJT

#### **Exit Requirement**

##### **1. Job Specific Skills**

The OJT trainee must complete a minimum of 50% of the OJT hours for AEC attainments.

### **San Francisco Vocational Services - OCT**

#### **Entry Requirements**

1. Job Specific Skills: depending on the training course:
  - a. Secretarial/Word Processing - able to type at least 45 wpm and score a minimum composite of 400 points on the following SFVS developed course exams: Business English, Business Arithmetic, Business Correspondence, Business Simulations, Filing, Lotus 1, 2, 3, Record Keeping, and Word Processing.
  - b. General Office Assistant - able to type at least 30 wpm and score a minimum composite of 165 points on the following SFVS-developed course exams: Business English, Business Arithmetic, Business Correspondence, Filing, Record Keeping, and Word Processing.

- c. Medical Insurance Billing- able to type at least 30 wpm and perform 75 spm on the 10-key and score a minimum composite of 400 points on the following SFVS-developed course exams: Business English, Business Arithmetic, Business Correspondence Filing, Record Keeping, Word Processing, Medical Terminology, and Medical Billing.
- d. General Accounting Clerk - able to type at least 30 wpm and/or perform 75 spm on the 10-key and score a minimum composite of 185 points on the following SFVS-developed course exams: Business English, Business Arithmetic, Accounting, Lotus 1, 2, 3, and Record Keeping.
- e. Customer Service - able to type at least 20 wpm and score a minimum composite of 165 points on the following SFVS-developed course exams: Business Correspondence/ Clerical Production, Business Arithmetic, Business English, Record keeping, Customer Service Methods and Techniques and Workshops/Lab and Research.

#### Exit Requirements

##### 1. Job Specific Skills

- a. Secretarial/Word Processing - increase their typing speed by at least 10 wpm and score at least 680 points or improve by at least 100 points, whichever increase is greater, on the course exams.
- b. General Office Assistant - increase their typing speed by at least 10 wpm and score at least 440 points or improve by at least 100 points, whichever increase is greater, on the course exams.
- c. Medical Insurance Billing - increase their typing speed by at least 10 wpm and their 10-key by at least 50 spm and score at least 680 points or improve by at least 100 points, whichever increase is greater, on the course exams.
- d. General Account Clerk - increase their typing speed by at least 10 wpm and/or their 10-key by at least 50 spm and score at least 390 points or improve by at least 100 points, whichever increase is greater, on the course exams.
- e. Customer Service - increase their typing speed by at least 10 wpm and score at least 265 points or improve by at least 100 points, whichever increase is greater, on course exams.

#### **Swords to Plowshare - OJT**

#### Exit Requirement

##### 1. Job Specific Skills

The OJT trainee must complete a minimum of 50% of the OJT hours for AEC attainments.

#### **Third Baptist Church - IR**

#### Exit Requirement

##### 1. Job Specific Skills

The participants must receive a minimum of one half of the total planned hours of training for AEC attainments.

#### **YOUTH EMPLOYMENT COMPETENCIES - 82%**

#### **Asian Neighborhood Design - OCT**

#### Entry Requirements

##### 1. Basic Educational Skills

Maximum score of 60% on the AND developed Basic Math and Reading Test, and

##### 2. Job Specific Skills

Maximum score of 50% on the AND developed General Woodworking Test.

### Exit Requirements

1. Basic Educational Skills
  - a. Increase a minimum of one grade level in reading as determined by the Test of Adult Basic Education (TABE), and
- b. Participants must achieve the required math exit-test scores as determined by their individual entry-test scores:

Math Entry	Math Exit	Minimum Increase
10%	60%	50%
20%	70%	50%
30%	70%	40%
40%	70%	30%
50%	80%	30%
60%	90%	30%

2. Job Specific Skills  
Participants must satisfactorily complete two competency-based hands-on projects as certified by the instructor and must also achieve the required exit-test scores on the AND General Woodworking Test as determined by their individual entry-test scores:

Woodworking Entry	Woodworking Exit	Minimum Increase
0%	50%	50%
10%	60%	50%
20%	70%	50%
30%	70%	40%
40%	70%	30%
50%	80%	30%

### **Community Educational Services -OESL**

#### Entry Requirements

1. Basic Educational Skills  
score a maximum 50% on a CES developed English test,
2. Job Specific Skills  
score a maximum 50% on a CES developed basic computer test, and

#### Exit Requirements

1. Basic Educational Skills
  - a. score 70% or higher on a CES developed English test, and
  - b. increase at least 50 percentage points on a CES developed math test if scored from 0 - 34% on the pre-test, or have improved at least 30 percentage points if scored from 35% - 65%, or have improved at least 5 percentage points if scored from 66% - 95%, and
2. Job Specific Skills
  - a. can type 35 words per minute if entered with no typing skills (0-15 wpm), can type 45 wpm if entered with typing skills of 16 -34 wpm, or increase their typing skills by at least 10 wpm if entered with typing skills of 35 wpm or more, and
  - b. can achieve 10-key 100 strokes per minute if entered with no 10-key skills (0-75 spm), or increased their 10-key skills by at least 25 spm if entered with 10-key skills at 76 spm or more, and
  - c. score 70% or higher on a CES developed basic computer test.

### **Mission Hiring Hall - OCT**

#### Entry Requirements

1. Basic Educational Skills  
score a maximum of 20% on the Achievement Review Test-A (Reading and Math)
2. Job Specific Skills  
score a maximum of 20% on the Press Operation test

#### Exit Requirements

1. Basic Educational Skills  
have improved at least fifty percentage points (Reading and Math) from the entry scores on the Achievement Review Test-A , and
2. Job Specific Skills  
passed the CCSF Press Operation test with minimum score of 70%

### **Mission Language And Vocational School - OCT**

COMPETENCY  
Basic Education Skills:  
ENTRY  
VESL I - Max ESL 200  
VESL II - Max ESL 300

BENCHMARK  
Minimum attainment of ESL  
400 for VESL I, II and one grade  
level improvement for all  
other components

MEANS OF MEASUREMENT  
EPT (English Placement Test) or  
TABE (Test of Adult Basic  
Education)

Minimum math improvement  
of one full grade level

Test of Adult Basic Education  
(TABE)

Job Specific Skills:  
No minimum

20 words per minute  
net increase, 60 spm on the  
10 key calculator, alpha/  
numerical filing in 5 minutes

5-minute typing test  
(Southwestern Publishing)  
  
MLVS - developed test  
MLVS - developed test

### **STATE EDUCATION COORDINATION AND GRANTS - 8%**

#### **Arriba Juntos - GAIN - Adult Employment Competencies**

##### Entry Requirements

no minimum requirements

##### Exit Requirements

1. Basic Educational Skills  
improve a minimum of three scale scores in reading and math as determined by the Comprehensive Adult Student Assessment System (CASAS), or
2. Job Specific Skills  
Occupational Classroom Training Component (Job Specific Skills) attain State-approved certification as a Certified Nursing Assistant.

#### **The Family School - GAIN - Youth Employment Competencies**

##### Entry Requirements

No minimum requirements

##### Exit Requirements

1. Basic Education Skills
  - a. Improve a minimum of one grade level in both math and reading skills as determined by the ABLE, TABE, or the CASAS, or

- b. obtain a GED, and
2. Job Specific Skills  
satisfactorily complete 12 units of Early Childhood Education as evidenced by transcripts

#### **The Family School - GAIN - Adult Employment Competencies**

##### Entry Requirements

No minimum requirements

##### Exit Requirements

1. Basic Education Skills
  - a. improve a minimum of one grade level in both math and reading skills as determined by the ABLE, TABE, or the CASAS, or
  - b. obtain a GED, or
2. Job Specific Skills  
satisfactorily complete 12 units of Early Childhood Education as evidenced by transcripts

#### **INCENTIVE (JOSEPH BAILEY) - 5%**

#### **Potrero Hill Community Development Corp.**

##### Entry Requirements

No minimum

##### Exit Requirements

1. Basic Educational Skills:  
Participants will have improved two grade levels in both math and reading as determined by the Test of Adult Basic Education (TABE).

##### Pre-Employment/Work Maturity Skills

Youths must demonstrate proficiency in each of the eleven core competencies, provided that at least five of the learning objectives were achieved during the program intervention. Proficiency in these core competencies will be measured by the Comprehensive Adult Student Assessment System (CASAS) and teacher/counselor evaluations. The participant will be considered to be proficient if s/he attains a score of at least 78% in each of the eleven core competencies.

##### **A. Pre-employment Competencies**

1. Making career decisions
  - Identify personal needs, values, career capabilities, and interests
  - Identify career clusters
  - Identify skills used in one career that can be transferred to other careers
  - Identify responsibilities and characteristics of specific jobs
  - Obtain and use information about job training programs
  - Match appropriate skills, education, and experience to various occupations
  - Identify personal barriers which may affect employment and determine courses of action to remove barriers (guidance function)
  - Identify and develop strategies for establishing a career path with appropriate career goals
2. Using labor market information and conducting job search
  - Interpret current labor market trends including growth and demand occupations
  - Identify local job opportunities
  - Identify and use sources of information about job opportunities
  - Organize and implement a realistic plan of action for the job search
  - Complete a personal data sheet



- Identify the sources and procedures for obtaining legal documents needed for employment
  - Contact employers to ask for job information and job application procedures, using the telephone in the job search when appropriate
  - Identify and contact potential employers, using the telephone in the job search when appropriate
3. Preparing résumés and cover letter - develop a résumé and cover letter appropriate to career field
  4. Filling out an application - complete an application accurately
  5. Interviewing
    - Obtain job interviews
    - Arrange for transportation to the interview site
    - Demonstrate appropriate job-interviewing skills and behaviors
      - a) Communicate employment skills, experience, and history
      - b) Clarify wages, benefits, and concepts of employee organizations
    - Evaluate job interview
    - Follow up on an interview
    - Determine suitability of a job offer
    - Accept a job offer
- B. Work Maturity Competencies
1. Being consistently punctual - arriving to class on time and returning from breaks on time
  2. Maintaining regular attendance
    - Maintain an attendance record acceptable to the program/job
    - Give timely notice of absences and interruptions to work schedules
  3. Demonstrating positive attitudes/behaviors
    - Work effectively under stress
    - Be self-confident
    - Determine and follow worksites standards of behavior
    - Be reliable and dependable
    - Accept responsibility for one's actions
    - Adapt to changes in work responsibilities (flexibility)
    - Follow job safety and health rules
  4. Presenting appropriate appearance
    - Follow appropriate dress and hygiene practices
  5. Exhibiting good interpersonal relations
    - Discuss appropriate job-related concerns with supervisor
    - React appropriately to instructions and criticisms
    - Respond appropriately to various supervisory styles
    - Ask for clarification of written/oral communications
    - Cooperate with co-workers, supervisors, and the public
  6. Completing tasks effectively
    - Listen to and follow written/oral directions
    - Perform repetitive or unpleasant tasks
    - Work with minimal supervision
    - Adhere to schedules
    - Follow quality control guidelines and standards



PRIVATE INDUSTRY COUNCIL  
*of San Francisco, Inc.*  
**MEMORANDUM**

DOCUMENTS DEPT.

AUG 21 1996

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**TO:** MEMBERS, PIC PLANNING COMMITTEE  
ANDY OLSHIN, MAYOR'S STAFF

**DATE:** AUGUST 20, 1996

**FROM:** STEVE ARCELONA, PRESIDENT

**SUBJECT:** RECOMMENDATIONS FOR THE FISCAL YEAR 1996 HOMELESS EMPLOYMENT COLLABORATIVE, FIXED UNIT PRICE, SUBCONTRACTS (OCTOBER 1, 1996 - SEPTEMBER 30, 1997)

On July 9, 1996 the Private Industry Council approved your recommendations for an overall design for a Request for Proposal (RFP) for the FY'96 Homeless Employment Collaborative. Subsequently, a notice of a Request for Proposals and an announcement of a bidders' conference scheduled for July 17, 1996 was mailed to more than four hundred individuals and organizations.

A total of sixty organizations requested RFP packages either in person at the bidders' conference or by mail. By the close of business on the due date, August 9th, the PIC received 16 proposals. Staff is recommending that eight of the sixteen proponents be funded at this time. The available funds in the RFP were \$542,383. The total amount requested by proponents was \$1,141,044.

Beginning on the evening of August 9th a task force of four (4) readers began a detailed review of each of the proposals. The task force was composed of one PIC staff and three outside readers.

This memorandum presents the consensus scores and evaluative comments of that review by the task force, based on the criteria contained in the RFP. Each proposal was read and scored by at least three members of the task force.

Enclosed are recommendations for each proposal (blue sheet) along with the Program Summaries (HEC 121), the Participant Characteristics and Enrollment Summaries (HEC 122) and Initial Determination of Responsibility (HEC 125) as written and submitted by each proponent.

Table 1 and Table 2 present the same information in different formats—Table 1 by total points scored and Table 2 by training activity and total points scored. Table 3 compares the FY'96 Planned Performance and Client Characteristics goals with the subcontract goals as proposed in aggregate by the recommended proponents. Your Wednesday, August 28th, Planning Committee meeting to consider these recommendations will be held at the City College Auditorium at 33 Gough Street, beginning at 1:30 p.m.

cc PIC Staff  
Proponents (transmittal and individual recommendations only)  
Priscilla Watts, MOCD (transmittal only)





TABLE 1

## RANKED BY TOTAL POINTS

#	PROPONENT	ACTIVITY	SCORE	REQUESTED \$	RECOM. \$	UNIT PRICE	ENROLL	PLAC.	OPT
9	Community Housing Partnership	JSS/DP	85	\$96,442	\$96,442	\$1,439	75	55	12
16	Goodwill Industries	OCT	85	\$40,635	\$40,635	\$2,709	21	11	4
11	San Francisco Vocational Services	OCT/BRE	85	\$38,037	\$38,037	\$3,107	20	8	4
15	Arriba Juntos	OCT/BRE	84	\$81,000	\$81,000	\$2,793	36	22	7
10	Jewish Vocational Service	JSS/DP	82	\$75,150	\$75,150	\$1,565	60	39	9
4	Northern California Service League	JSS/DP	80	\$52,500	\$52,500	\$1,500	50	28	7
1	Toolworks, Inc.	OJT	80	\$42,000	\$42,000	\$3,500	15	11	1
12	Swords to Plowshares	OJT	79	\$90,750	\$82,500	\$2,750	45	30	0
8	Walden House, Inc.	OCT/BRE	75	\$92,203	\$0	\$1,085	NA	NA	NA
5	Catholic Charities	JSS/DP	72	\$125,000	\$0	\$1,041	NA	NA	NA
3	Mission Hiring Hall/SOMECE	OCT	69	\$46,500	\$0	\$3,100	NA	NA	NA
14	Center for Employment Training	OCT	68	\$77,775	\$0	\$5,983	NA	NA	NA
13	Haight Ashbury Food Program	OCT	67	\$22,000	\$0	\$1,000	NA	NA	NA
6	Glide Foundation	JSS/DP	60	\$87,477	\$0	\$3,240	NA	NA	NA
7	Careers Abound, Inc.	JSS/DP	60	\$100,450	\$0	\$1,025	NA	NA	NA
2	Fresh Start Farms	OJT	60	\$73,125	\$0	\$4,875	NA	NA	NA
TOTAL				\$1,141,044	\$508,264		322	204	44
OJT Setaside					\$34,119				
GRAND TOTAL					\$542,383				

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TABLE 2

## SORTED BY ACTIVITY AND POINT SCORE

#	PROPOONENT	ACTIVITY	SCORE	REQUESTED \$	RECOM. \$	UNIT PRICE	ENROLL	PLACE.	OPT
9	Community Housing Partnership	JSS/DP	85	\$96,442	\$96,442	\$1,439	75	55	12
10	Jewish Vocational Service	JSS/DP	82	\$75,150	\$75,150	\$1,565	60	39	9
4	Northern California Service League	JSS/DP	80	\$52,500	\$52,500	\$1,500	50	28	7
5	Catholic Charities	JSS/DP	72	\$125,000	\$0	\$1,041	NA	NA	NA
6	Glide Foundation	JSS/DP	60	\$87,477	\$0	\$3,240	NA	NA	NA
7	Careers Abound, Inc.	JSS/DP	60	\$100,450	\$0	\$1,025	NA	NA	NA
16	Goodwill Industries	OCT	85	\$40,635	\$40,635	\$2,709	21	11	4
3	Mission Hiring Hall/SOMECE	OCT	69	\$48,500	\$0	\$3,100	NA	NA	NA
14	Center for Employment Training	OCT	68	\$77,775	\$0	\$5,983	NA	NA	NA
13	Haight Ashbury Food Program	OCT	67	\$22,000	\$0	\$1,000	NA	NA	NA
11	San Francisco Vocational Services	OCT/BRE	85	\$38,037	\$38,037	\$3,107	20	8	4
15	Arriba Juntos	OCT/BRE	84	\$81,000	\$81,000	\$2,793	36	22	7
8	Walden House, Inc.	OCT/BRE	75	\$92,203	\$0	\$1,085	NA	NA	NA
1	Toolworks, Inc.	OJT	80	\$42,000	\$42,000	\$3,500	15	11	1
12	Swords to Plowshares	OJT	79	\$90,750	\$82,500	\$2,750	45	30	0
2	Fresh Start Farms	OJT	60	\$73,125	\$0	\$4,875	NA	NA	NA
TOTAL				\$1,141,044	\$508,264		322	204	44
OJT Setaside					\$34,119				
GRAND TOTAL					\$542,383				

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TABLE 3

**HOMELESS EMPLOYMENT COLLABORATIVE  
FY 96**

<b>Program Performance Plan</b>		<b>* Recommended Proponents' Proposed Goals</b>
Enrollments	390	432
Placements	148	208
Other Positive Terminations	86	89
Positive Termination Rate	60%	69%

<b>Planned Client Characteristics</b>		<b>* Recommended Proponents' Proposed Subcontract Client Characteristics</b>
Male	60%	57.0%
Female	40%	43.0%
Youth	10%	9.0%
Single Adults, 18-54	65%	61.0%
Single Adults, 55+	5%	4.0%
Parents with Children	20%	26.0%
Recovering from Addiction	70%	59.0%
Disabled	35%	24.0%
Veterans	NA	24.0%
Race/Ethnicity	NA	African American 44.0% American Indian/Alaskan Native 2.0% Asian/Pacific Islanders 3.5% Hispanic/Latino 17.0% White 30.0% Others 3.5%

\* These figures include proposed numbers from Central City Hospitality House and Episcopal Community Services

# THE JOURNAL OF THE ROYAL ANTHROPOLOGICAL INSTITUTE

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33. The Evolution of the Human Penis	by Prof. U. H. Pink	321-330	
34. The Evolution of the Human Testes	by Prof. V. H. Blue	331-340	
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39. The Evolution of the Human Urethra	by Prof. A. H. Blue	381-390	
40. The Evolution of the Human Scrotum	by Prof. B. H. Green	391-400	
41. The Evolution of the Human Penis	by Prof. C. H. Black	401-410	
42. The Evolution of the Human Testes	by Prof. D. H. Grey	411-420	
43. The Evolution of the Human Epididymis	by Prof. E. H. Pink	421-430	
44. The Evolution of the Human Vas Deferens	by Prof. F. H. Blue	431-440	
45. The Evolution of the Human Seminal Vesicle	by Prof. G. H. Green	441-450	
46. The Evolution of the Human Prostate Gland	by Prof. H. H. Black	451-460	
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# HOMELESS EMPLOYMENT COLLABORATIVE PROPOSAL SELECTION CRITERIA

PROPOSER: **TOOLWORKS, INC.**

PROPOSAL #1

\$ REQUESTED: **\$42,000**

TRAINING ACTIVITY: **ON THE JOB TRAINING**

1. <i>Recruitment Assessment and Selection of Program Participants:</i> Identify collaborators that will insure enrollment; describe role of each collaborator, including MOUs; describe methods to assess participants, and criteria to be used for selecting who will be enrolled?.....	10 pts.	7
2. <i>Program Design:</i> Summarize the training program including the training activities, length of training in weeks and hours per week, training curriculum, and measurements used to determine successful completion of training. What are unique aspects of the program? How does program address basic needs and employment needs of the homeless?.....	10 pts.	8
3. <i>Program Goals and Objectives:</i> How many total participants enrolled with funds requested? How many will complete program after enrollment? How many will be placed into jobs? What positive terminations, other than placements, and how many, are projected? What is minimum amount of funds to make it feasible to operate a HEC program?.....	20 pts	17
4. <i>Program Fixed-Unit Price:</i> What is fixed unit price per positive termination? What is proposed placement rate and positive termination rate? What is proposed minimum wage at placement? If using other funds, in-kind or cash, to supplement the HEC funds, what is the amount of other funds?.....	20 pts	17
5. <i>Agency Capability/Track Record:</i> History providing services to homeless, employment and training services in SF, and providing case management to people in need. How many full time employees does agency have and how many would be working on proposed program and what would be their functions in the program? Provide an organizational chart indicating the lines of responsibility for the program.....	15 pts.	11
6. <i>Client Profile:</i> Profile of the homeless population to be recruited in terms of gender, age, race/ethnicity, disability, veteran status, and living situation. Who among the homeless will be targeted? What are the characteristics of the participants program is designed to serve? Prioritize support services that clients will need to complete program.....	10 pts.	8
7. <i>Job Development, Placement, and Coordination:</i> Strategies for contacting employers, connecting participants with employers. If you plan to refer participants to other training programs, identify them and explain how you will coordinate with them to continue employment services to clients. If participants are to be placed in certain kinds of jobs or industries, what are they and how does proponent demonstrate that these are real jobs for those who complete program?.....	10 pts.	8
8. <i>Retention, Tracking, and Evaluation:</i> Describe how agencies in the collaboration will provide services to participants who are placed, to insure they will be retained on the job. How will proponent keep in contact with participants after they complete program and for how long? How will proponent evaluate program, and measure whether program is successful?.....	5 pts.	4
<b>TOTAL</b>		<b>80</b>

## COMMENTS:

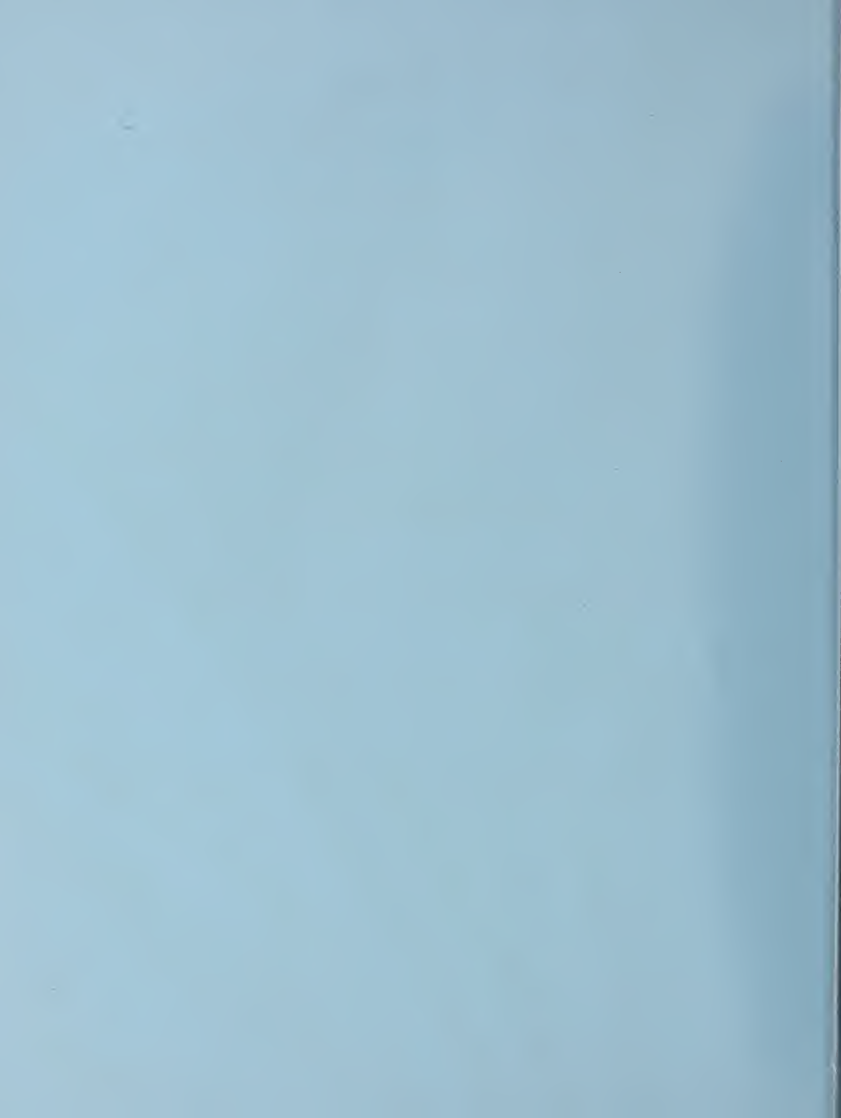
This proposal is **recommended** for funding in the amount of \$42,000, the total amount requested.

Toolworks, Inc. (TI) is proposing an On the Job Training (OJT) program to train 15 participants, all of whom are disabled for jobs as janitors.

TI will provide the training on the job and has a good track record of placing participants after completion of training.

The proposal was very well written, comprehensive, and complete. TI will be a new subcontractor with the PIC.





## PROGRAM SUMMARY

1. PROPONENT: Toolworks, Inc. PROPOSAL NO.: 01  
 ADDRESS: 450 Pacific Ave, Suite 200 DATE: 8/1/96  
San Francisco, CA ZIP CODE: 94133  
 DIRECTOR: Donna Feingold TELEPHONE: (415) 326-2307
2. TOTAL AMOUNT OF HEC FUNDING REQUESTED (from Page 2, #9)..... \$ 42,000.00
3. FIXED UNIT PRICE PER PLACEMENT and/or POSITIVE TERMINATION (from Page 2, #10)..... \$ 3,500.00
4. PROPOSAL SUMMARY. Please summarize the overall design of your training program and quantify your objectives in the space provided below.

Toolworks was established in 1975 to provide vocational and educational training to individuals with disabilities. For over twenty years, Toolworks has been assisting individuals who have significant barriers to find and maintain gainful employment. It has always been important to focus on what individuals can do and their abilities rather than their disabilities. It is also important for Toolworks to focus on community needs and with the ever growing number of individuals who are homeless, we would welcome the opportunity to serve more individuals with disabilities who are homeless.

Under the Homeless Employment Collaborative, we are proposing a non-reimbursable on-the-job training program. This is a model Toolworks has been successfully using to train people and place individuals with disabilities into competitive jobs for the past eight years. Upon enrollment, the individuals will enter a ten week janitorial training program. This is paid training on a janitorial contract and Toolworks pays all of the trainee's wages. Individuals are doing real work, earning good wages and learning useful skills simultaneously.

The training allows us to assess an individual's ability to work competitively while teaching him/her janitorial skills and other necessary work-related behaviors. Trainees are closely supervised in a 1:4 ratio. Upon successful completion of the training program, Toolworks job developer works with the individual until competitive placement is secured. In addition, Toolworks provides case management and support services (job coaching) after placement to secure long-term success.

Toolworks proposes to enroll fifteen individuals and expects to place eleven individuals into jobs and one individual is expected to have a positive termination other than placement. In addition to outside placements, another unique feature of this program design is Toolworks' own ability to hire and provide ongoing employment to individuals with disabilities. Through the Javitz-Wagner-O'Day Act (JWOD), Toolworks has secured many large janitorial contracts that provide excellent wages and benefits to individuals with disabilities.

Our goal is to find jobs that pay a minimum of \$6.50/hour, however, we expect the average wage to be much higher. On Toolworks' federal contracts, individuals earn an average of \$10.00/hour and outside placements average \$7.76/hour. We also work closely with individuals to find the right job match that will ensure long-term employments and secure permanent exits from homelessness.

Overall, Toolworks is committed to assisting individuals with disabilities who are homeless develop vocational skills and find jobs. We have the expertise in helping individuals overcome significant barriers to employment. With appropriate skills and sufficient support, Toolworks believes strongly that individuals can become productive, contributing members of the community. With that comes not only economic benefits but also increased pride and self esteem, and an overall improvement in quality of life.

5. TRAINING TECHNOLOGY (Activity) Please check the one box that best describes this proposed program.

- |  |   |
|--|---|
| <input type="checkbox"/> Occupational Classroom Training (OCT)                                       | <input checked="" type="checkbox"/> On-the-Job Training (OJT)                   |
| <input type="checkbox"/> Occupational Classroom Training with English as a Second Language (OCT/ESL) | <input type="checkbox"/> Job Search/Job. Prep. Training & Direct Placement (DP) |
| <input type="checkbox"/> Occupational Classroom Training with Basic Remedial Education (OCT/BRE)     | <input type="checkbox"/> Individual Referral (IR)                               |

- |   |   |
|---|---|
| 6. NUMBER TO BE ENROLLED ..... <u>15</u> .....          | 10. FIXED UNIT PRICE (#9/ #8+ #7) ..... <u>\$ 3,500</u> ..... |
| 7. TOTAL TO BE PLACED ..... <u>11</u> .....             | 11. PLACEMENT RATE (#7/#6 x 100) ..... <u>73</u> %            |
| 8. TOTAL OTHER POSITIVE TERMS ..... <u>1</u> .....      | 12. POSITIVE TERM. RATE (#7+ #8/#6 x 100) ..... <u>80</u> %   |
| 9. TOTAL DOLLARS REQUESTED ..... <u>\$ 42,000</u> ..... |   |

For the purpose of the initial subcontract selection only. The executed total subcontract will be based upon units of program performance other than just placement. Those units, and their fixed unit prices, will be determined through subcontract negotiations once proposed subcontracts have been selected. Do not budget Participant Support Services.

13. ENTRY REQUIREMENTS: Describe the ages, education levels, entry skills, and general employment barriers of the individuals you plan to enroll into your program.

Functional educational level at entry: 6th grade reading level (average)

Job skills at entry: No specific job skills required at entry. Identified interest in janitorial work.

Potential for competitive placement and strong motivation to work. Prior work experience preferred but not required.

Barriers to employment at entry: Trainees have disabilities (i.e. substance abuse, psychiatric disabilities, hearing disabilities, etc.) that have prevented employment and acquisition of vocational skills. Perhaps long periods of unemployment have also become a

barrier.

14. COMPETENCY TESTING: Indicate the pre- and post-test instruments you will use to determine participant improvement.

Janitorial assesment used at beginning of ten-week program and at week ten.

We also use a Trainee Assesment form at week 5 and week 10.

15. EXIT ACHIEVEMENTS: Describe the skills to be achieved by the participants in your program.

Improvement in basic skills: \_\_\_\_\_

Job skills: Aquisition of general industrial janitorial skills including office and restroom

cleaning, floor care, use of chemicals and safety skills. Also, improvement in work related behaviors such as, following schedules, interpersonal skills, following directions, etc..

## PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

## PARTICIPANT CHARACTERISTICS AND ENROLLMENT SCHEDULE

SUBCONTRACTOR: Toolworks, Inc.

PROGRAM ACTIVITY: On-The-Job Training

## PARTICIPANT CHARACTERISTICS

(Enter the number of participants for each category)

TOTAL TO BE ENROLLED		15			
GENDER:	Male	11	TARGET GROUPS	Single Adults 18-54	11
	Female	4		Single Adults 55+	1
	TOTAL			Parents w/children	3
RACE ETHNIC GROUP	African American	5		Veterans	2
	Amer.Ind./Alask.Nat*	1		Disabled	7
	Asian/Pacific Islander*	2		Recovering from Addiction	8
	Hispanic	2			
	White*	5			
	Other				
	TOTAL	15			
* Not Hispanic					

\* Not Hispanic

## PARTICIPANT ENROLLMENT SCHEDULE

(Enter cumulative figures)

MONTH	Total Enrolled	Total Employed	Total Other Positive Terms	Non-Positive Terminations	Total Terminations
October 1996	—	—	—	—	—
November	1	—	—	—	—
December	3				
January 1997	4			1	1
February	6	1		1	2
March	7	2		1	4
April	9	2		2	4
May	10	4	1	2	7
June	11	5	1	2	8
July	13	5	1	2	8
August	15	7	1	3	11
September	15	9	1	3	13

**PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.**

**INITIAL DETERMINATION OF RESPONSIBILITY**

PROPOSER: Toolworks, Inc.

1. Are you incorporated?.....Yes ☒ No ☐

If Yes, date incorporated: 1975

2. Tax Status: For Profit ☐ Not For-Profit ☒ State of Incorporation: California

3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal?.....Yes ☐ No ☒

If No, have you ever been refused bonding?.....Yes ☐ No ☒

If Yes, please explain: \_\_\_\_\_

4. When was your last audit performed? 1995 Who performed the audit? Pohl & McNabola

If you have not been audited during the past two years, please explain: \_\_\_\_\_

5. Do you retain outside accounting services other than a CPA firm?.....Yes ☐ No ☒

6. List the major sources of your agency funding within the past three (3) years:

Sources:	Amounts:	Years:
<u>Janitorial Contract revenue (GSA, Navy Public Works, ect.)</u>	<u>\$ 6,060,076</u>	<u>1993 - 1995</u>
<u>Department of Rehabilitation</u>	<u>\$ 987,398</u>	<u>1993 - 1995</u>
<u>Regional Centers</u>	<u>\$ 285,311</u>	<u>1993 - 1995</u>

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
<u>Chair Person</u>	<u>Bruce Wecker</u>	<u>201 Sansome St., Suite 1000, SF, CA</u>
<u>Vice Chair</u>	<u>Evelyn Marquis</u>	<u>2000 Franklin St, Suite 200, Oakland,</u>
<u>Secretary</u>	<u>Stan DeBella</u>	<u>165 Shakespeare St., SF, CA 94112</u>

8. Number of Directors on your governing Board: 10 How frequently does your Board meet?: 1x / 2 months

Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes ☐ No ☒

If Yes, please explain: \_\_\_\_\_

9. Has your Board specifically agreed to sponsor this proposed program?.....Yes ☒ No ☐

If Yes, please give date of approval: 6/26/96

If No, please explain: \_\_\_\_\_

10. If you are proposing an occupational classroom or a vocational training program, is the program approved

by the Council for Private Post-Secondary and Vocational Education?.....Yes ☐ No ☐

If Yes, please attach current copy of your approval.

If No, please explain: \_\_\_\_\_

11. Has a "Handicapped Accessibility Assessment" been performed at your facility? Yes ☐ No ☒

If Yes, date: \_\_\_\_\_ By whom was the assessment performed? \_\_\_\_\_

12. Was your facility found to be accessible to the:

mobile-impaired?.....Yes ☒ No ☐

hearing-impaired?.....Yes ☒ No ☐

visually-impaired?.....Yes ☒ No ☐

13. Will your proposed program be accessible to the:

mobile-impaired?.....Yes ☒ No ☐

hearing-impaired?.....Yes ☒ No ☐

visually-impaired?.....Yes ☒ No ☐

If No to any of the above, do you plan to make the needed modifications?.....Yes ☐ No ☐

To the best of my knowledge and belief, the information provided in this initial determination of responsibility is true and correct.

Donna Feingold

Program Director (Typed)

Bruce Wecker

Board Chairperson (Typed)

*Donna Feingold*

Signature

*Bruce Wecker*

Signature

# HOMELESS EMPLOYMENT COLLABORATIVE PROPOSAL SELECTION CRITERIA

PROPOSER: FRESH START FARMS

PROPOSAL #2

\$ REQUESTED: \$73,125

TRAINING ACTIVITY: ON THE JOB TRAINING

1. <i>Recruitment Assessment and Selection of Program Participants:</i> Identify collaborators that will insure enrollment; describe role of each collaborator, including MOUs; describe methods to assess participants, and criteria to be used for selecting who will be enrolled?.....	10 pts.	5
2. <i>Program Design:</i> Summarize the training program including the training activities, length of training in weeks and hours per week, training curriculum, and measurements used to determine successful completion of training. What are unique aspects of the program? How does program address basic needs and employment needs of the homeless?.....	10 pts.	5
3. <i>Program Goals and Objectives:</i> How many total participants enrolled with funds requested? How many will complete program after enrollment? How many will be placed into jobs? What positive terminations, other than placements, and how many, are projected? What is minimum amount of funds to make it feasible to operate a HEC program?.....	20 pts	15
4. <i>Program Fixed-Unit Price:</i> What is fixed unit price per positive termination? What is proposed placement rate and positive termination rate? What is proposed minimum wage at placement? If using other funds, in-kind or cash, to supplement the HEC funds, what is the amount of other funds?.....	20 pts	13
5. <i>Agency Capability/Track Record:</i> History providing services to homeless, employment and training services in SF, and providing case management to people in need. How many full time employees does agency have and how many would be working on proposed program and what would be their functions in the program? Provide an organizational chart indicating the lines of responsibility for the program.....	15 pts.	8
6. <i>Client Profile:</i> Profile of the homeless population to be recruited in terms of gender, age, race/ethnicity, disability, veteran status, and living situation. Who among the homeless will be targeted? What are the characteristics of the participants program is designed to serve? Prioritize support services that clients will need to complete program.....	10 pts.	5
7. <i>Job Development, Placement, and Coordination:</i> Strategies for contacting employers, connecting participants with employers. If you plan to refer participants to other training programs, identify them and explain how you will coordinate with them to continue employment services to clients. If participants are to be placed in certain kinds of jobs or industries, what are they and how does proponent demonstrate that these are real jobs for those who complete program?.....	10 pts.	6
8. <i>Retention, Tracking, and Evaluation:</i> Describe how agencies in the collaboration will provide services to participants who are placed, to insure they will be retained on the job. How will proponent keep in contact with participants after they complete program and for how long? How will proponent evaluate program, and measure whether program is successful?.....	5 pts.	3
		<b>TOTAL 60</b>

COMMENTS:

This proposal is not recommended for funding.

Fresh Start Farms (FSF) is requesting \$73,125 to operate an On-the-Job Training (OJT) program to train 15 participants, all of whom are parents with children, for jobs as urban organic farmers. FSF would be the trainer and the OJT employer.

The task force considered the program to be creative but really not a program for training the homeless for self sufficiency. There are a limited number of opportunities for organic farmers in San Francisco unless FSF becomes a major industry in the near future.

The program is designed to provide training for people who are living in Visitation Valley. It was not certain that all those in training would be homeless. It is also not clear how FSF will recruit and enroll homeless parents with children. The proposal also did not address support services needed for the homeless.

FSF proposes a one hundred percent (100%) placement and positive termination rate and indicates that participants will remain employed at the site for a minimum of one year. Even with 100% positive termination rate, the fixed unit price per positive termination \$4,875 is the second highest price proposed. Apparently the funds requested will be used to pay the participants during training.





1. PROPONENT: Fresh Start Farms PROPOSAL NO.: 02  
ADDRESS: 1095 Market Street #302 DATE: August 8, 1996  
San Francisco, CA ZIP CODE: 94103  
DIRECTOR: Ruth Brinker - Founder/CEO TELEPHONE: 415/487-9778
2. TOTAL AMOUNT OF HEC FUNDING REQUESTED (from Page 2, #9)..... \$ 73,125
3. FIXED UNIT PRICE PER PLACEMENT and/or POSITIVE TERMINATION (from Page 2, #10)..... \$ 4,875
4. PROPOSAL SUMMARY. Please summarize the overall design of your training program and quantify your objectives in the space provided below.

Initially, trainees are taught to prepare the soil for planting by creating a rich growth medium consisting of 50% compost, 40% soil, 5% blood meal, 5% bone meal.

They will learn to make compost from horse stable debris comprised of manure plus soiled straw/woodshavings bedding, and vegetable trimmings gleaned from restaurants when deliveries are made and from the Produce Market on Fridays when anything that will not last over the weekend is discarded. There is a demand for good quality compost. Our people will be taught to bag it and sell it to local nurseries.

We will also teach our homeless the principals of "double digging", a method of aerating and loosening the soil to the depth of two spades which is the secret of the high yields of French Intensive gardening (also called bio-intensive). Loosening the soil in this way enables roots to easily reach down and access nutrients it requires from the soil. John Jeavons, who has researched this form of gardening extensively and is widely respected, states that using this technique yields ten times more produce than can be grown using conventional methods.

When the soil is ready for planting, 5 x 20 foot beds will be created and raked with a large, wide-toothed rake creating lines which will serve as a guide in seeding. The various seeding configurations appropriate for each cultivar will be taught.

Training will also cover harvesting, triple washing, spin drying, bagging and marketing.

As the program expands and more farms are established, jobs will constantly be created for people who have had on-the-job training. We hope, in time, to bring the price of organic produce down so it will be affordable to even low income people.



5. TRAINING TECHNOLOGY (Activity) Please check the one box that best describes this proposed program.

- ☐ Occupational Classroom Training (OCT) ☒ On-the-Job Training (OJT)  
☐ Occupational Classroom Training with English as a Second Language (OCT/ESL) ☐ Job Search/Job. Prep. Training & Direct Placement (DP)  
☐ Occupational Classroom Training with Basic Remedial Education (OCT/BRE) ☐ Individual Referral (IR)

6. NUMBER TO BE ENROLLED..... 15 10. FIXED UNIT PRICE (#9/ #8+#7)..... \$ 4,875  
 7. TOTAL TO BE PLACED..... 15 11. PLACEMENT RATE (#7/#6 x 100)..... 100 %  
 8. TOTAL OTHER POSITIVE TERMS..... 0 12. POSITIVE TERM. RATE (#7+#8/#6 x 100) 100 %  
 9. TOTAL DOLLARS REQUESTED..... \$73,125

For the purpose of the initial subcontract selection only. The executed total subcontract will be based upon units of program performance other than just placement. Those units, and their fixed unit prices, will be determined through subcontract negotiations once proposed subcontracts have been selected. Do not budget Participant Support Services.

13. ENTRY REQUIREMENTS: Describe the ages, education levels, entry skills, and general employment barriers of the individuals you plan to enroll into your program.

Functional educational level at entry: \_\_\_\_\_

Job skills at entry: None Required

\_\_\_\_\_

\_\_\_\_\_

Barriers to employment at entry: None

\_\_\_\_\_

\_\_\_\_\_

14. COMPETENCY TESTING: Indicate the pre- and post-test instruments you will use to determine participant improvement.

Improvements will be judged visually.

\_\_\_\_\_

\_\_\_\_\_

15. EXIT ACHIEVEMENTS: Describe the skills to be achieved by the participants in your program.

Improvement in basic skills: \_\_\_\_\_

Job skills: Participants will learn to prepare soil for planting, to create compost to be used as fertilizer, proper spacing of seeds, correct depth of seed placement, correct method of irrigation, how to extend growing season with use of agricultural plastic sheeting, use of shade cloth, wind baffles, harvesting techniques.

## INITIAL DETERMINATION OF RESPONSIBILITY

PROPONENT: Fresh Start Farms

1. Are you incorporated?..... Yes ☒ No ☐  
If Yes, date incorporated: May 1992
2. Tax Status: For Profit ☐ Not For-Profit ☒ State of Incorporation: California
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal?..... Yes ☐ No ☒  
If No, have you ever been refused bonding?..... Yes ☐ No ☒  
If Yes, please explain: \_\_\_\_\_
4. When was your last audit performed? 7/95 Who performed the audit? Shea Labagh & Dobberstein  
If you have not been audited during the past two years, please explain: \_\_\_\_\_
5. Do you retain outside accounting services other than a CPA firm?..... Yes ☐ No ☒
6. List the major sources of your agency funding within the past three (3) years:
- | Sources:                                       | Amounts:         | Years:                 |
|--|------------------|------------------------|
| <u>Eva Benson Buck Charitable Trust D</u>      | <u>\$ 25,000</u> | <u>1994 &amp; 1995</u> |
| <u>Mayor's Office of Community Development</u> | <u>\$ 50,000</u> | <u>1994</u>            |
| <u>Columbia Foundation</u>                     | <u>\$ 25,000</u> | <u>1995</u>            |
7. List the three principal officers presently on your governing board:
- | Title:                | Name:               | Address:                            |
|-----------------------|---------------------|-------------------------------------|
| <u>President/CEO</u>  | <u>Ruth Brinker</u> | <u>1095 Market #302, SF CA 9410</u> |
| <u>Vice President</u> | <u>David Coyle</u>  | <u>1095 Market #302, SF CA 9410</u> |
| <u>Treasurer</u>      | <u>Roger Owen</u>   | <u>1095 Market #302, SF CA 9410</u> |
8. Number of Directors on your governing Board: 10 How frequently does your Board meet?: Quarterly  
Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes ☐ No ☒  
If Yes, please explain: \_\_\_\_\_
9. Has your Board specifically agreed to sponsor this proposed program?..... Yes ☒ No ☐  
If Yes, please give date of approval: August 7, 1996  
If No, please explain: \_\_\_\_\_
10. If you are proposing an occupational classroom or a vocational training program, is the program approved by the Council for Private Post-Secondary and Vocational Education?..... Yes ☐ No ☒  
If Yes, please attach current copy of your approval.  
If No, please explain: We offer on-the-job training
11. Has a "Handicapped Accessibility Assessment" been performed at your facility? Yes ☐ No ☒  
If Yes, date: \_\_\_\_\_ By whom was the assessment performed? \_\_\_\_\_
12. Was your facility found to be accessible to the:
- |  |   |
|--|---|
| mobile-impaired?..... Yes <input type="checkbox"/> No <input type="checkbox"/>   | 13. Will your proposed program be accessible to the:  |
| hearing-impaired?..... Yes <input type="checkbox"/> No <input type="checkbox"/>  | mobile-impaired?..... Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| visually-impaired?..... Yes <input type="checkbox"/> No <input type="checkbox"/> | hearing-impaired?..... Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
|  | visually-impaired?..... Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
- If No to any of the above, do you plan to make the needed modifications?..... Yes ☐ No ☐

To the best of my knowledge and belief, the information provided in this initial determination of responsibility is true and correct.

Ruth Brinker - President, CEO

Program Director (Typed)

Ruth Brinker - President, CEO

Board Chairperson (Typed)

Signature

Signature

## PARTICIPANT CHARACTERISTICS AND ENROLLMENT SCHEDULE

SUBCONTRACTOR: Fresh Start FarmsPROGRAM ACTIVITY: Microfarm Training Program

## PARTICIPANT CHARACTERISTICS

(Enter the number of participants for each category)

<b>TOTAL TO BE ENROLLED</b>		<b>15</b>			
<b>GENDER:</b>	Male	7	<b>TARGET GROUPS</b>	Single Adults 18-54	
	Female	8		Single Adults 55+	
	<b>TOTAL</b>	<b>15</b>		Parents w/children	15
<b>RACE ETHNIC GROUP</b>	African American	9		Veterans	
	Amer.Ind./Alask.Nat*			Disabled	
	Asian/Pacific Islander*			Recovering from Addiction	
	Hispanic	3			
	White*	3			
	Other				
<b>TOTAL</b>		<b>15</b>			
* Not Hispanic					

## PARTICIPANT ENROLLMENT SCHEDULE

(Enter cumulative figures)

MONTH	Total Enrolled	Total Employed	Total Other Positive Terms.	Non-Positive Terminations	Total Terminations
October 1996	8		0	0	0
November	7		0	0	0
December			0	0	0
January 1997			0	0	0
February			0	0	0
March		8	0	0	0
April		7	0	0	0
May			0	0	0
June			0	0	0
July			0	0	0
August			0	0	0
September			0	0	0

# HOMELESS EMPLOYMENT COLLABORATIVE PROPOSAL SELECTION CRITERIA

PROPOSER: MISSION HIRING HALL, SOUTH OF MARKET EMPLOY. CTR. PROPOSAL #3

\$ REQUESTED: \$46,500

TRAINING ACTIVITY: OCCUPATIONAL CLASSROOM TRAINING

1. <i>Recruitment Assessment and Selection of Program Participants:</i> Identify collaborators that will insure enrollment; describe role of each collaborator, including MOUs; describe methods to assess participants, and criteria to be used for selecting who will be enrolled?.....	10 pts.	8
2. <i>Program Design:</i> Summarize the training program including the training activities, length of training in weeks and hours per week, training curriculum, and measurements used to determine successful completion of training. What are unique aspects of the program? How does program address basic needs and employment needs of the homeless?.....	10 pts.	9
3. <i>Program Goals and Objectives:</i> How many total participants enrolled with funds requested? How many will complete program after enrollment? How many will be placed into jobs? What positive terminations, other than placements, and how many, are projected? What is minimum amount of funds to make it feasible to operate a HEC program?.....	20 pts	17
4. <i>Program Fixed-Unit Price:</i> What is fixed unit price per positive termination? What is proposed placement rate and positive termination rate? What is proposed minimum wage at placement? If using other funds, in-kind or cash, to supplement the HEC funds, what is the amount of other funds?.....	20 pts	13
5. <i>Agency Capability/Track Record:</i> History providing services to homeless, employment and training services in SF, and providing case management to people in need. How many full time employees does agency have and how many would be working on proposed program and what would be their functions in the program? Provide an organizational chart indicating the lines of responsibility for the program.....	15 pts.	12
6. <i>Client Profile:</i> Profile of the homeless population to be recruited in terms of gender, age, race/ethnicity, disability, veteran status, and living situation. Who among the homeless will be targeted? What are the characteristics of the participants program is designed to serve? Prioritize support services that clients will need to complete program.....	10 pts.	6
7. <i>Job Development, Placement, and Coordination:</i> Strategies for contacting employers, connecting participants with employers. If you plan to refer participants to other training programs, identify them and explain how you will coordinate with them to continue employment services to clients. If participants are to be placed in certain kinds of jobs or industries, what are they and how does proponent demonstrate that these are real jobs for those who complete program?.....	10 pts.	3
8. <i>Retention, Tracking, and Evaluation:</i> Describe how agencies in the collaboration will provide services to participants who are placed, to insure they will be retained on the job. How will proponent keep in contact with participants after they complete program and for how long? How will proponent evaluate program, and measure whether program is successful?.....	5 pts.	1
<b>TOTAL</b>		<b>69</b>

## COMMENTS:

This proposal is **not recommended** for funding.

Mission Hiring Hall/South of Market Employment Center (MHH) is requesting \$46,500 to provide an Occupational Classroom Training (OCT) program to train 18 participants for jobs as press operators and bindery workers.

MHH submitted an incomplete proposal addressing only five of the eight sections of the narrative.

This program proposed by MHH is an established program for economically disadvantaged participants with a good track record.

Because the proposal was not complete, the task force could not adequately score MHH's proposed plans for placement after training, or their plans for follow-up with participants after employment to ensure retention.



RECEIVED AUG - 9 1996

PROGRAM SUMMARY

1. PROPONENT: Mission Hiring Hall/SOME C PROPOSAL NO.: 03  
ADDRESS: 965 Mission St. #110 DATE: 8/9/96  
San Francisco, CA. ZIP CODE: 94103  
DIRECTOR: Rich Sorro TELEPHONE: (415) 512-0290
2. TOTAL AMOUNT OF HEC FUNDING REQUESTED (from Page 2, #9)..... \$ 46,500
3. FIXED UNIT PRICE PER PLACEMENT and/or POSITIVE TERMINATION (from Page 2, #10)..... \$ 3100
4. PROPOSAL SUMMARY. Please summarize the overall design of your training program and quantify your objectives in the space provided below.

South of Market Employment Center (SOME C), through Mission Hiring Hall (MHH), a non-profit 501 (c) (3) has developed a partnership with City College of San Francisco's Graphic Communications Department in order to establish a Printing, Readiness, Employment and Supportive Services (PRESS) training and job placement program. SOME C/MHH proposes an Occupational Classroom Training program with the following objectives:

- \* Enrollment =18
- \* Placement =15
- \* Placement rate =83%
- \* Cost per placement=\$3100

Target populations for enrollment will be:

Individuals and heads of households who are homeless under strictly defined conditions as set down by HEC guidelines and who are predominantly recovering from Substance Abuse.

Priority enrollment will be given to economically disadvantaged women, African American males and Latino youth. In an effort to provide training and job placement in the field of printing to a highly underserved population and to promote women in non-traditional trades.

The PRESS program will consist of two eighteen week cycles with 14 participants in each, twenty-seven hours per week classroom training program in press operation, bindery, basic academics and life skills/employment preparation workshops. Supportive counseling will be ongoing to participants.

The targeted jobs for this OTC program will consist of various jobs related to the printing and graphic arts industry. The targeted entry level wage range for PRESS participants will be \$7.00 to \$12.00 per hour.

Together, MHH/SOME C and City College of San Francisco's Graphic Communications Department offer a solid occupational classroom training, supportive service and job placement program;

5. TRAINING TECHNOLOGY (Activity) Please check the one box that best describes this proposed program.

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Occupational Classroom Training (OCT)                            | <input type="checkbox"/> On-the-Job Training (OJT)                              |
| <input type="checkbox"/> Occupational Classroom Training with English as a Second Language (OCT/ESL) | <input type="checkbox"/> Job Search/Job. Prep. Training & Direct Placement (DP) |
| <input type="checkbox"/> Occupational Classroom Training with Basic Remedial Education (OCT/BRE)     | <input type="checkbox"/> Individual Referral (IR)                               |

- |   |  |
|---|--|
| 6. NUMBER TO BE ENROLLED..... 18          | 10. FIXED UNIT PRICE (#9/#8+#7)..... \$ 3100       |
| 7. TOTAL TO BE PLACED..... 15             | 11. PLACEMENT RATE (#7/#6 x 100)..... 83 %         |
| 8. TOTAL OTHER POSITIVE TERMS..... 1      | 12. POSITIVE TERM. RATE (#7+#8/#6 x 100)..... 88 % |
| 9. TOTAL DOLLARS REQUESTED..... \$ 46,500 |  |

For the purpose of the initial subcontract selection only. The executed total subcontract will be based upon units of program performance other than just placement. Those units, and their fixed unit prices, will be determined through subcontract negotiations once proposed subcontracts have been selected. Do not budget Participant Support Services.

13. ENTRY REQUIREMENTS: Describe the ages, education levels, entry skills, and general employment barriers of the individuals you plan to enroll into your program.

Functional educational level at entry: Able to read, write, math at a 7th grade level  
 Job skills at entry: No job skills at entry are necessary.

Barriers to employment at entry: HOMELESS and welfare recipient, limited basic education, ex-offender, long-term unemployed, high school drop-out, limited English speaking skills.

14. COMPETENCY TESTING: Indicate the pre- and post-test instruments you will use to determine participant improvement.

The CASAS Employability Competency Systems Appraisal test will be given as a pre-test. Standard classroom offset printing PRESS tests will be given as pre and post tests.

15. EXIT ACHIEVEMENTS: Describe the skills to be achieved by the participants in your program.

Improvement in basic skills: Applied vocab, math, reading skills related to the graphic arts field.  
 Job skills: Able to demonstrate proficiency in set-up adjustment and operation of an offset printing press on a variety of paper stocks and on common bindery machinery. Demonstrate industry standard production practices, safety procedures and quality control techniques.



## PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

## PARTICIPANT CHARACTERISTICS AND ENROLLMENT SCHEDULE

SUBCONTRACTOR: Mission Hiring Hall/SoMECPROGRAM ACTIVITY: Occupational Classroom Trn'g.PARTICIPANT CHARACTERISTICS  
(Enter the number of participants for each category)

TOTAL TO BE ENROLLED		18			
GENDER:	Male	10	TARGET GROUPS	Single Adults 18-54	17
	Female	8		Single Adults 55+	1
	TOTAL	18		Parents w/children	2
RACE ETHNIC GROUP	African American	8		Veterans	5
	Amer.Ind./Alask.Nat*			Disabled	
	Asian/Pacific Islander*			Recovering from Addiction	16
	Hispanic	4			
	White*	6			
	Other				
	TOTAL	18			
* Not Hispanic					

PARTICIPANT ENROLLMENT SCHEDULE  
(Enter cumulative figures)

MONTH	Total Enrolled	Total Employed	Total Other Positive Terms	Non-Positive Terminations	Total Terminations
October 1996	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0
January 1997	9	0	0	0	0
February	9	0	0	0	0
March	9	0	0	0	0
April	9	0	0	0	0
May	9	1	0	0	1
June	9	3	0	0	3
July	9	5	0	0	5
August	18	7	0	0	7
September		9	1	1	11



## PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

## INITIAL DETERMINATION OF RESPONSIBILITY

SUBCONTRACTOR: Mission Hiring Hall/SOMEC

1. Are you incorporated?.....Yes ☒ No ☐  
If Yes, date incorporated: \_\_\_\_\_
2. Tax Status: For Profit      Not For-Profit ☒ State of Incorporation: California
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal?.....Yes ☒ No ☐  
If No, have you ever been refused bonding?.....Yes ☐ No ☒  
If Yes, please explain: \_\_\_\_\_
4. When was your last audit performed? 1995      Who performed the audit? Kilian & Co.  
If you have not been audited during the past two years, please explain: \_\_\_\_\_
5. Do you retain outside accounting services other than a CPA firm?.....Yes ☐ No ☒

6. List the major sources of your agency funding within the past three (3) years:

Sources:	Amounts:	Years:
<u>S.F. Unified School District</u>	<u>\$ 1,200,000</u>	<u>'96-'99</u>
<u>Mayor's Office of Comm. Develop.</u>	<u>\$ 220,000</u>	<u>'96-'97</u>
<u>San Francisco Redevelopment Agency</u>	<u>\$ 120,000</u>	<u>1996</u>

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
<u>President</u>	<u>David Bracker</u>	<u>20 Tenth St. SF CA-</u>
<u>Treasurer</u>	<u>Jim Salinas</u>	
<u>Secretary</u>	<u>Roger Scott</u>	<u>3111 Miramar SF CA.</u>

8. Number of Directors on your governing Board:
- 9
- How frequently does your Board meet?:
- monthly

Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes ☐ No ☒

If Yes, please explain: \_\_\_\_\_

9. Has your Board specifically agreed to sponsor this proposed program?.....Yes
- ☒
- No
- ☐

If Yes, please give date of approval: July 30, '96

If No, please explain: \_\_\_\_\_

10. If you are proposing an occupational classroom or a vocational training program, is the program certified

by the Council for Private Post-Secondary and Vocational Education?.....Yes ☒ No ☐

If Yes, please attach current copy of your approval.

If No, please explain: \_\_\_\_\_

11. Has a "Handicapped Accessibility Assessment" been performed at your facility?.....Yes
- ☒
- No
- ☐

If Yes, date: 3/18/94      By whom was the assessment performed? MOCD

12. Was your facility found to be accessible to the:

mobile-impaired?.....Yes ☒ No ☐hearing-impaired?.....Yes ☒ No ☐visually-impaired?.....Yes ☒ No ☐

13. Will your proposed program be accessible to the:

mobile-impaired?.....Yes ☒ No ☐hearing-impaired?.....Yes ☒ No ☐visually-impaired?.....Yes ☒ No ☐If No to any of the above, do you plan to make the needed modifications?.....Yes ☐ No ☐

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IN THIS INITIAL DETERMINATION OF RESPONSIBILITY IS TRUE AND CORRECT.

Rich Sorro

Program Director (Typed)

David Bracker

Board Chairperson (Typed)

Signature

Signature

# HOMELESS EMPLOYMENT COLLABORATIVE PROPOSAL SELECTION CRITERIA

PROPOSER: NORTHERN CALIFORNIA SERVICE LEAGUE

PROPOSAL #4

\$ REQUESTED: \$52,500

TRAINING ACTIVITY: DIRECT PLACEMENT

1. <i>Recruitment Assessment and Selection of Program Participants:</i> Identify collaborators that will insure enrollment; describe role of each collaborator, including MOUs; describe methods to assess participants, and criteria to be used for selecting who will be enrolled?.....	10 pts.	9
2. <i>Program Design:</i> Summarize the training program including the training activities, length of training in weeks and hours per week, training curriculum, and measurements used to determine successful completion of training. What are unique aspects of the program? How does program address basic needs and employment needs of the homeless?.....	10 pts.	8
3. <i>Program Goals and Objectives:</i> How many total participants enrolled with funds requested? How many will complete program after enrollment? How many will be placed into jobs? What positive terminations, other than placements, and how many, are projected? What is minimum amount of funds to make it feasible to operate a HEC program?.....	20 pts	16
4. <i>Program Fixed-Unit Price:</i> What is fixed unit price per positive termination? What is proposed placement rate and positive termination rate? What is proposed minimum wage at placement? If using other funds, in-kind or cash, to supplement the HEC funds, what is the amount of other funds?.....	20 pts	16
5. <i>Agency Capability/Track Record:</i> History providing services to homeless, employment and training services in SF, and providing case management to people in need. How many full time employees does agency have and how many would be working on proposed program and what would be their functions in the program? Provide an organizational chart indicating the lines of responsibility for the program.....	15 pts.	14
6. <i>Client Profile:</i> Profile of the homeless population to be recruited in terms of gender, age, race/ethnicity, disability, veteran status, and living situation. Who among the homeless will be targeted? What are the characteristics of the participants program is designed to serve? Prioritize support services that clients will need to complete program.....	10 pts.	8
7. <i>Job Development, Placement, and Coordination :</i> Strategies for contacting employers, connecting participants with employers. If you plan to refer participants to other training programs, identify them and explain how you will coordinate with them to continue employment services to clients. If participants are to be placed in certain kinds of jobs or industries, what are they and how does proponent demonstrate that these are real jobs for those who complete program?.....	10 pts.	7
8. <i>Retention, Tracking, and Evaluation:</i> Describe how agencies in the collaboration will provide services to participants who are placed, to insure they will be retained on the job. How will proponent keep in contact with participants after they complete program and for how long? How will proponent evaluate program, and measure whether program is successful?.....	5 pts.	2
<b>TOTAL</b>		<b>80</b>

## COMMENTS:

This proposal is **recommended** for funding in the amount of \$52,500, the total amount requested.

Northern California Service League (NCSL) is proposing a Job Search/Job Preparation Training and Direct Placement (DP) program for 15 participants, all of whom are ex-offenders.

This is a new program proposed by NCSL to the PIC. It has a very reasonable fixed unit price of \$1,500 per positive termination and a high positive termination rate of 70% projected.

The proposal was clear and presented a good program design. NCSL has a good track record in placing the ex-offender population.



## PROGRAM SUMMARY

1. PROPONENT: Northern California Service League PROPOSAL NO.: 04  
 ADDRESS: 28 Boardman Place DATE: 8/8/96  
San Francisco, CA. ZIP CODE: 94103  
 DIRECTOR: Shirley Melnicoe TELEPHONE: 863-2323
2. TOTAL AMOUNT OF HEC FUNDING REQUESTED (from Page 2, #9)..... \$ 52,500
3. FIXED UNIT PRICE PER PLACEMENT and/or POSITIVE TERMINATION (from Page 2, #10)..... \$ 1,500
4. PROPOSAL SUMMARY. Please summarize the overall design of your training program and quantify your objectives in the space provided below.

The Northern California Service League (NCSL) is proposing to expand its Life Skills Training and Job Placement services to the homeless in San Francisco with special emphasis on ex-offenders.

Through the collaboration of other community service providers, NCSL will provide Life Skills Training and Job Placement (pre-employment workshops) which focus on self-esteem, motivation, communication, conflict resolution, substance abuse issues, and the fundamentals on how to get and keep a job. NCSL's Life Skills Workshops have a proven track record of success with a very difficult to serve population.

Following the Workshops, NCSL will provide job placement assistance, counseling, and other supportive services for a minimum of 90 days. NCSL provides assertive case management which includes contacting the client, their employer or school, as well as their counselor at the residential substance abuse program to help insure the success of the client.

In addition to working with the homeless, NCSL will give preference to ex-offenders. It is anticipated that 82 percent of our clients will be minority and 80 percent will have had an addiction problem.

NCSL is proposing to enroll 50 homeless, unemployed individuals in our Life Skills Training and Job Placement program. We anticipate a successful termination of 70 percent with 28 individuals becoming gainfully employed and 7 individuals enrolling in school or vocational training programs.

As the price per positive termination is only \$1,500, this is an extremely cost effective program.

5. TRAINING TECHNOLOGY (Activity) Please check the one box that best describes this proposed program.

- ☐ Occupational Classroom Training (OCT)  
☐ Occupational Classroom Training with English as a Second Language (OCT/ESL)  
☐ Occupational Classroom Training with Basic Remedial Education (OCT/BRE)

- ☐ On-the-Job Training (OJT)  
☒ Job Search/Job. Prep. Training & Direct Placement (DP)  
☐ Individual Referral (IR)

6. NUMBER TO BE ENROLLED.....50\*  
7. TOTAL TO BE PLACED.....28  
8. TOTAL OTHER POSITIVE TERMS.....7  
9. TOTAL DOLLARS REQUESTED.....\$2,500

10. FIXED UNIT PRICE (#9/ #8+#7).....\$1,500  
11. PLACEMENT RATE (#7/#6 x 100).....56 %  
12. POSITIVE TERM. RATE (#7+#8/#6 x 100).....70 %

For the purpose of the initial subcontract selection only. The executed total subcontract will be based upon units of program performance other than just placement. Those units, and their fixed unit prices, will be determined through subcontract negotiations once proposed subcontracts have been selected. Do not budget Participant Support Services.

13. ENTRY REQUIREMENTS: Describe the ages, education levels, entry skills, and general employment barriers of the individuals you plan to enroll into your program.

Functional educational level at entry: None Required

Job skills at entry: None Required

Barriers to employment at entry: Homeless, ex-offenders, substance abuse histories minorities, low education and low self-esteem and unemployed.

14. COMPETENCY TESTING: Indicate the pre- and post-test instruments you will use to determine participant improvement.

NA

15. EXIT ACHIEVEMENTS: Describe the skills to be achieved by the participants in your program.

Improvement in basic skills: NCSL's Life Skills Training provides clients

Job skills: with job seeking skills.

\*Our figures are based on 50 clients completing the Life Skills Training portion of our program but we project 55 clients beginning workshops.

## PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

## PARTICIPANT CHARACTERISTICS AND ENROLLMENT SCHEDULE

SUBCONTRACTOR: Northern California Service LeaguePROGRAM ACTIVITY: Job Search/JobPrep. Training & Direct Placement

## PARTICIPANT CHARACTERISTICS

(Enter the number of participants for each category)

TOTAL TO BE ENROLLED			
GENDER:	Male	40	<b>TARGET GROUPS</b>
	Female	10	
	TOTAL	50	
RACE ETHNIC GROUP	African American	35	
	Amer.Ind./Alask.Nat*		
	Asian/Pacific Islander*		
	Hispanic	6	
	White*	8	
	Other	1	
	TOTAL	50	
	* Not Hispanic		

Single Adults 18-54	47
Single Adults 55+	0
Parents w/children	3
Veterans	2
Disabled	
Recovering from Addiction	40

## PARTICIPANT ENROLLMENT SCHEDULE

(Enter cumulative figures)

MONTH	Total Enrolled	Total Employed	Total Other Positive Terms.	Non-Positive Terminations	Total Terminations
October 1996	2	0	0	0	0
November	4	1	0	1	2
December	0	2	1	1	4
January 1997	6	3	1	2	6
February	10	4	2	2	8
March	14	6	2	3	11
April	18	9	3	3	15
May	22	13	4	4	21
June	28	16	4	6	26
July	38	21	5	10	36
August	50	24	6	11	41
September	50	28	7	15	50

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

INITIAL DETERMINATION OF RESPONSIBILITY

PROPOSER: Northern California Service League

1. Are you incorporated?..... Yes ☒ No ☐

If Yes, date incorporated: 1948

2. Tax Status: For Profit ☐ Not For-Profit ☐ State of Incorporation: California

3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal?..... Yes ☐ No ☐

If No, have you ever been refused bonding?..... Yes ☐ No ☐

If Yes, please explain: \_\_\_\_\_

4. When was your last audit performed? 11/95 Who performed the audit? Morris & Morris

If you have not been audited during the past two years, please explain: \_\_\_\_\_

5. Do you retain outside accounting services other than a CPA firm?..... Yes ☐ No ☐

6. List the major sources of your agency funding within the past three (3) years:

Sources:

Amounts:

Years:

Sources	Amounts	Years
<u>MOCD</u>	<u>\$ 204,000</u>	<u>'96, '95, '94</u>
<u>Corporate &amp; Private Organizations</u>	<u>\$ 212,629</u>	<u>'96, '95, '94</u>
<u>Other government grants</u>	<u>\$ 532,196</u>	<u>'96, '95, '94</u>

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
<u>President</u>	<u>Joseph Satten, M.D.</u>	<u>2186 Geary #211, S.F.</u>
<u>Vice President</u>	<u>Kenneth Phillips</u>	<u>2775 Union Street, S.F.</u>
<u>Treasurer</u>	<u>Rafael Trujillo</u>	<u>312 Montcalm, S.F.</u>

8. Number of Directors on your governing Board: 11 How frequently does your Board meet?: 6 x year

Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes ☐ No ☒

If Yes, please explain: \_\_\_\_\_

9. Has your Board specifically agreed to sponsor this proposed program?..... Yes ☒ No ☐

If Yes, please give date of approval: July 11, 1996

If No, please explain: \_\_\_\_\_

10. If you are proposing an occupational classroom or a vocational training program, is the program approved

by the Council for Private Post-Secondary and Vocational Education?..... n/a..... Yes ☐ No ☐

If Yes, please attach current copy of your approval.

If No, please explain: \_\_\_\_\_

11. Has a "Handicapped Accessibility Assessment" been performed at your facility?..... Yes ☒ No ☐

If Yes, date: 1993 By whom was the assessment performed? MOCD

12. Was your facility found to be accessible to the:

mobile-impaired?..... Yes ☒ No ☐  
 hearing-impaired?..... Yes ☒ No ☐  
 visually-impaired?..... Yes ☒ No ☐

13. Will your proposed program be accessible to the:

mobile-impaired?..... Yes ☒ No ☐  
 hearing-impaired?..... Yes ☒ No ☐  
 visually-impaired?..... Yes ☒ No ☐

If No to any of the above, do you plan to make the needed modifications?..... Yes ☐ No ☐

To the best of my knowledge and belief, the information provided in this initial determination of responsibility is true and correct.

Shirley Melnicke

Program Director (Typed)

Joseph Satten, MD

Board Chairperson (Typed)

Shirley Melnicke  
Signature

Joseph Satten, MD  
Signature



# HOMELESS EMPLOYMENT COLLABORATIVE PROPOSAL SELECTION CRITERIA

PROPOSER: CATHOLIC CHARITIES ARCHDIOCESE OF SAN FRANCISCO PROPOSAL #5

\$ REQUESTED: \$125,000

TRAINING ACTIVITY: DIRECT PLACEMENT

1. <i>Recruitment Assessment and Selection of Program Participants:</i> Identify collaborators that will insure enrollment; describe role of each collaborator, including MOUs; describe methods to assess participants, and criteria to be used for selecting who will be enrolled?.....	10 pts.	7
2. <i>Program Design:</i> Summarize the training program including the training activities, length of training in weeks and hours per week, training curriculum, and measurements used to determine successful completion of training. What are unique aspects of the program? How does program address basic needs and employment needs of the homeless?.....	10 pts.	6
3. <i>Program Goals and Objectives:</i> How many total participants enrolled with funds requested? How many will complete program after enrollment? How many will be placed into jobs? What positive terminations, other than placements, and how many, are projected? What is minimum amount of funds to make it feasible to operate a HEC program?.....	20 pts	14
4. <i>Program Fixed-Unit Price:</i> What is fixed unit price per positive termination? What is proposed placement rate and positive termination rate? What is proposed minimum wage at placement? If using other funds, in-kind or cash, to supplement the HEC funds, what is the amount of other funds?.....	20 pts	15
5. <i>Agency Capability/Track Record :</i> History providing services to homeless, employment and training services in SF, and providing case management to people in need. How many full time employees does agency have and how many would be working on proposed program and what would be their functions in the program? Provide an organizational chart indicating the lines of responsibility for the program.....	15 pts.	11
6. <i>Client Profile:</i> Profile of the homeless population to be recruited in terms of gender, age, race/ethnicity, disability, veteran status, and living situation. Who among the homeless will be targeted? What are the characteristics of the participants program is designed to serve? Prioritize support services that clients will need to complete program.....	10 pts.	8
7. <i>Job Development, Placement, and Coordination</i> Strategies for contacting employers, connecting participants with employers. If you plan to refer participants to other training programs, identify them and explain how you will coordinate with them to continue employment services to clients. If participants are to be placed in certain kinds of jobs or industries, what are they and how does proponent demonstrate that these are real jobs for those who complete program?.....	10 pts.	7
8. <i>Retention, Tracking, and Evaluation:</i> Describe how agencies in the collaboration will provide services to participants who are placed, to insure they will be retained on the job. How will proponent keep in contact with participants after they complete program and for how long? How will proponent evaluate program, and measure whether program is successful?.....	5 pts.	4
<b>TOTAL</b>		<b>72</b>

## COMMENTS:

This proposal is **not recommended** for funding.

Catholic Charities Archdiocese of San Francisco (CC) is requesting \$125,000 to provide a Job Search/Job Preparation Training and Direct Placement (DP) program to train 150 participants, almost half are parents with children and 63% are recovering from addiction.

CC has proposed a very ambitious program with ambitious enrollment and placement goals. However, the proposal was not clear and presented a long list of services available, but did not present a very specific program design.

CC states that a minimum of 40 full time staff would work on this program but seems to depend on other agencies for providing training and placement. The agency also proposes to include in its target population those who are "at risk" of homelessness, not currently homeless.





## PROGRAM SUMMARY

1. PROPONENT: Catholic Charities Archdiocese of San Francisco  
 ADDRESS: 814 Mission St., 3rd Floor  
 San Francisco, CA  
 DIRECTOR: Jeanne Foulis
- PROPOSAL NO.: 05  
 DATE: 8-9-96  
 ZIP CODE: 94103  
 TELEPHONE: 750-5080 Ext. 115
2. TOTAL AMOUNT OF HEC FUNDING REQUESTED (from Page 2, #9)..... \$ 125,000
3. FIXED UNIT PRICE PER PLACEMENT and/or POSITIVE TERMINATION (from Page 2, #10)..... \$ 1,041
4. PROPOSAL SUMMARY. Please summarize the overall design of your training program and quantify your objectives in the space provided below.

The goal of the Catholic Charities Employment Program is to provide employment services to homeless individuals and families so that they may become self sufficient. Comprehensive intake assessments will be conducted to determine individual employment and case management needs. Individual goal plans will be developed and participants will be referred to appropriate vocational or education facilities to reach these employment goals. All participants will work closely with the Job Counselor/Job Developer and case management staff to ensure that goals are being realized. Participants will attend an in depth 30 hour job search workshop. This workshop will consist of researching the job market, planning the job search, conducting the job search, finding employment and succeeding at work. Participants will also be taught resume preparation and interviewing techniques that includes a mock interview on video-tape to be conducted by a volunteer employer. Participants will have the opportunity to attend training workshops, education and support groups that will include basic computer literacy, money management, and basic life skills. The measurements that we will use to determine if a participant has successfully completed the job preparation portion of the employment program consists of these criteria: Can student perform proper Research of the Job Market; draft a Cover Letter and Resume; complete an Application Form; Research Job Openings; Telephone Job Search Techniques; Successful Interviewing Techniques; draft a Thank You Letter and conduct post-interviewing follow-up. We intend to enroll 150 clients, 100% will receive job search and job preparation services, 90% will receive direct job referral services. 100% who are placed in employment or other positive terminations will receive Placement Aftercare and Tracking Services. A total of 120 clients (80%) are projected to complete our Job Search/Job Preparation Training Program. We intend to place a total of 115 (76%) into unsubsidized employment. Five clients will complete the program as a positive termination, other than placement, during the first year. Our projected success rate is 80% of all enrollments.

5. TRAINING TECHNOLOGY (Activity) Please check the one box that best describes this proposed program.

☐ Occupational Classroom Training (OCT)

☒ On-the-Job Training (OJT)

☐ Occupational Classroom Training with English as a Second Language (OCT/ESL)

☒ Job Search/Job. Prep. Training & Direct Placement (DP)

☐ Occupational Classroom Training with Basic Remedial Education (OCT/BRE)

☐ Individual Referral (IR)

6. NUMBER TO BE ENROLLED..... 150

10. FIXED UNIT PRICE (#9/ #8+#7)..... \$1,041

7. TOTAL TO BE PLACED..... 115

11. PLACEMENT RATE (#7/#6 x 100)..... 76 %

8. TOTAL OTHER POSITIVE TERMS..... 05

12. POSITIVE TERM. RATE (#7+#8/#6 x 100)..... 80 %

9. TOTAL DOLLARS REQUESTED ..... \$ 125,000

For the purpose of the initial subcontract selection only. The executed total subcontract will be based upon units of program performance other than just placement. Those units, and their fixed unit prices, will be determined through subcontract negotiations once proposed subcontracts have been selected. Do not budget Participant Support Services.

13. ENTRY REQUIREMENTS: Describe the ages, education levels, entry skills, and general employment barriers of the individuals you plan to enroll into your program.

Functional educational level at entry: At least a 5th Grade Level

Job skills at entry: Ability to read to at least the 5th grade level, ability to follow directions, ability to learn a new job, ability to solve problems, ability to get along well with supervisors and co-workers, ability to be responsible.

Barriers to employment at entry: Homelessness, physical disability, recovering substance abusers, limited academic education, limited vocational skills, criminal record, limited work history, negative employment references.

14. COMPETENCY TESTING: Indicate the pre- and post-test instruments you will use to determine participant improvement.

Pre- and Post-test: Wonderlic Basic Skills Aptitude Test ( How the applicant understands instruction - potential for learning a job quickly - abilities to solve problems on the job.) California Test of Basic Skills (English Comprehension, Math) as well as other tests deemed appropriate.

15. EXIT ACHIEVEMENTS: Describe the skills to be achieved by the participants in your program.

Improvement in basic skills: computer literacy, math, grammar, English skills, living skills

Job skills: Ability to research the job market, plan the job search, draft cover and thank you letters, prepare a resume, proper application completion, successful interviewing techniques, ability to keep a job.

## PARTICIPANT CHARACTERISTICS AND ENROLLMENT SCHEDULE

SUBCONTRACTOR: Catholic Charities Archdiocese of San FranciscoPROGRAM ACTIVITY: On-the-Job Training; Job Search/Job. Prep. Training & Direct Placement

## PARTICIPANT CHARACTERISTICS

(Enter the number of participants for each category)

TOTAL TO BE ENROLLED			
GENDER:	Male	82	<b>TARGET GROUPS</b>
	Female	68	
	TOTAL	150	
RACE ETHNIC GROUP	African American	68	
	Amer.Ind./Alask.Nat*	01	
	Asian/Pacific Islander*	10	
	Hispanic	50	
	White*	20	
	Other	01	
	TOTAL	150	
* Not Hispanic			

Single Adults 18-54	70
Single Adults 55+	07
Parents w/children	73
Veterans	15
Disabled	52
Recovering from Addiction	95

## PARTICIPANT ENROLLMENT SCHEDULE

(Enter cumulative figures)

MONTH	Total Enrolled	Total Employed	Total Other Positive Terms.	Non-Positive Terminations	Total Terminations
October 1996	12	06		03	09
November	12	06		02	12
December	10	06		03	12
January 1997	14	09		03	14
February	11	12		02	12
March	13	11		03	14
April	13	12		03	13
May	13	10		03	13
June	12	11		03	12
July	13	10		03	13
August	13	10		01	13
September	14	11	05	01	13

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

INITIAL DETERMINATION OF RESPONSIBILITY

PROPOSER: Catholic Charities of the Archdiocese of San Francisco

1. Are you incorporated? ☒ Yes ☐ No  
If Yes, date incorporated: June 10, 1946
2. Tax Status: For Profit ☐ Not For-Profit ☒ State of Incorporation: \_\_\_\_\_
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal? ☒ Yes ☐ No  
If No, have you ever been refused bonding? ☐ Yes ☐ No  
If Yes, please explain: \_\_\_\_\_
4. When was your last audit performed? FY95 Who performed the audit? Hood & Strong, Indep. Auditor  
If you have not been audited during the past two years, please explain: \_\_\_\_\_
5. Do you retain outside accounting services other than a CPA firm? ☐ Yes ☒ No
6. List the major sources of your agency funding within the past three (3) years:  

Sources:	Amounts:	Years:
<u>Dept. of Public Health, AIDS Office : SF</u>	<u>\$ 3.9 million</u>	<u>FY 95, 96 &amp; 97</u>
<u>Dept of Human Service (DSS)</u>	<u>\$ 2.1 million</u>	<u>FY 95,96 &amp; 97</u>
<u>Dept. of Public Healths, AIDS Program: San Mateo</u>	<u>\$ 1.2 million</u>	<u>FY 95,96 &amp; 97</u>
7. List the three principal officers presently on your governing board:  

Title:	Name:	Address:
<u>Chairman and President</u>	<u>Archbishop William J. Levada</u>	<u>445 Church St, SF CA 94114</u>
<u>Secretary</u>	<u>Aux. Bishop Carlos A. Sevilla</u>	<u>445 Church St, SF CA 94114</u>
<u>Vice President</u>	<u>E. Mack Miller</u>	<u>P.O. Box 89, Ross, CA 94947</u>
8. Number of Directors on your governing Board: 32 How frequently does your Board meet?: bi-monthly  
Have any members of your governing Board or staff been convicted of a felony within the past 3 years? ☐ Yes ☒ No  
If Yes, please explain: \_\_\_\_\_
9. Has your Board specifically agreed to sponsor this proposed program? ☐ Yes ☒ No  
If Yes, please give date of approval: \_\_\_\_\_  
If No, please explain: Resolution will be on next consent agenda at next board meeting however, approved by Executive Officers.
10. If you are proposing an occupational classroom or a vocational training program, is the program approved by the Council for Private Post-Secondary and Vocational Education? ☐ Yes ☒ No  
If Yes, please attach current copy of your approval. \_\_\_\_\_  
If No, please explain: \_\_\_\_\_
11. Has a "Handicapped Accessibility Assessment" been performed at your facility? ☒ Yes ☐ No  
If Yes, date: last 12 months By whom was the assessment performed? Jeanne Foulis
12. Was your facility found to be accessible to the:  

mobile-impaired? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	13. Will your proposed program be accessible to the:
hearing-impaired? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	mobile-impaired? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
visually-impaired? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	hearing-impaired? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	visually-impaired? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

To the best of my knowledge and belief, the information provided in this initial determination of responsibility is true and correct.

Jeanne Foulis

Program Director (Typed)

Frank C. Hudson, C.E.O for Archbishop William J. Levada

Board Chairperson (Typed)

Signature

Signature

## HOMELESS EMPLOYMENT COLLABORATIVE PROPOSAL SELECTION CRITERIA

PROPOSER: GLIDE FOUNDATION

PROPOSAL #6

\$ REQUESTED: \$87,477

TRAINING ACTIVITY: DIRECT PLACEMENT

1. <i>Recruitment Assessment and Selection of Program Participants:</i> Identify collaborators that will insure enrollment; describe role of each collaborator, including MOUs; describe methods to assess participants, and criteria to be used for selecting who will be enrolled?.....	10 pts.	7
2. <i>Program Design:</i> Summarize the training program including the training activities, length of training in weeks and hours per week, training curriculum, and measurements used to determine successful completion of training. What are unique aspects of the program? How does program address basic needs and employment needs of the homeless?.....	10 pts.	7
3. <i>Program Goals and Objectives:</i> How many total participants enrolled with funds requested? How many will complete program after enrollment? How many will be placed into jobs? What positive terminations, other than placements, and how many, are projected? What is minimum amount of funds to make it feasible to operate a HEC program?.....	20 pts	12
4. <i>Program Fixed-Unit Price:</i> What is fixed unit price per positive termination? What is proposed placement rate and positive termination rate? What is proposed minimum wage at placement? If using other funds, in-kind or cash, to supplement the HEC funds, what is the amount of other funds?.....	20 pts	10
5. <i>Agency Capability/Track Record:</i> History providing services to homeless, employment and training services in SF, and providing case management to people in need. How many full time employees does agency have and how many would be working on proposed program and what would be their functions in the program? Provide an organizational chart indicating the lines of responsibility for the program.....	15 pts.	12
6. <i>Client Profile:</i> Profile of the homeless population to be recruited in terms of gender, age, race/ethnicity, disability, veteran status, and living situation. Who among the homeless will be targeted? What are the characteristics of the participants program is designed to serve? Prioritize support services that clients will need to complete program.....	10 pts.	6
7. <i>Job Development, Placement, and Coordination:</i> Strategies for contacting employers, connecting participants with employers. If you plan to refer participants to other training programs, identify them and explain how you will coordinate with them to continue employment services to clients. If participants are to be placed in certain kinds of jobs or industries, what are they and how does proponent demonstrate that these are real jobs for those who complete program?.....	10 pts.	5
8. <i>Retention, Tracking, and Evaluation:</i> Describe how agencies in the collaboration will provide services to participants who are placed, to insure they will be retained on the job. How will proponent keep in contact with participants after they complete program and for how long? How will proponent evaluate program, and measure whether program is successful?.....	5 pts.	1
<b>TOTAL</b>		<b>60</b>

## COMMENTS:

This proposal is **not recommended** for funding.

Glide Foundation (GF) is requesting \$87,477 to provide a Job Search/Job Preparation Training and Direct Placement (DP) program for 42 participants; all are GA recipients who are workfare participants with various city departments. GF plans three cycles of fourteen (14) participants each.

GF submitted an incomplete proposal addressing only five of the eight sections of the narrative. GF also did not provide the major sources of the agency's funding for the past three years as required in the Initial Determination of Responsibility.

The proposal was well written though incomplete. The program design is comprehensive and well thought out. It includes two months of paid work experience with the City's Recreation Department and Parks for seven (7) out of each cycle of fourteen (14). Successful completion, however, is proposed to be determined by completion of a three week Life Skills Workshop, and not the subsequent paid work experience with the Recreation and Park Department. The fixed unit price of \$3,240 is the highest proposed for DP programs.

GF should have little problem recruiting homeless from among the GA workfare population, although they are projecting that nine (9) of those enrolled will be parents with children.

Because the proposal was not complete, the task force could not adequately score GF's plans for placement after training or their plans for follow-up with participants after employment to ensure retention.





## PROGRAM SUMMARY

1. PROPONENT: Glide Foundation PROPOSAL NO.: 06  
 ADDRESS: 330 Ellis Street DATE: 8/9/96  
San Francisco, CA ZIP CODE: 94102  
 DIRECTOR: Janice Mirikitani TELEPHONE: 771-6300
2. TOTAL AMOUNT OF HEC FUNDING REQUESTED (from Page 2, #9).....\$ 87,477
3. FIXED UNIT PRICE PER PLACEMENT and/or POSITIVE TERMINATION (from Page 2, #10).....\$ 3,240
4. PROPOSAL SUMMARY. Please summarize the overall design of your training program and quantify your objectives in the space provided below.

The Glide Job Skills/Work Experience Pilot Project proposes to link Glide's effectiveness in providing pre-employment, case management, and transition-to-work services with City government's capacity to provide paid temporary full-time jobs as a means of reintroducing project participants to the working world. The resulting partnership will provide a continuum of care and services that maximizes the opportunity for 27 homeless people to experience life-changing personal development, stabilize their living situation through paid work experience, obtain long-term employment or continue training and education, and become self-sufficient. The project proposes three four-month cycles in the first year.

Project participants will be recruited from the population of GA recipients required to perform workfare. For two months they will perform workfare under the supervision of the Parks and Rec Department. During that time they also will receive bag lunches and support services from Glide. At the end of two months, an evaluation process will select participants to move on the re-orientation.

Operated by the Glide Job Skills Program, the four-week re-orientation will include an assessment of client needs, resources, skills and barriers, as well as a Life Skills and Job Readiness workshop. A number of workshop graduates will be hired by Parks and Rec as temporary full-time City workers. Others will be placed in private sector jobs, or continue their training and education.

The Parks and Rec workers will earn \$6.00 an hour for two months, and continue to receive full GA benefits during that time. Paid work experience will not only provide economic sustenance, but an opportunity for homeless people to establish a foundation for long-term employment through on-the-job training in how to re-enter the work culture.

During paid work experience participants will spend one day a week at Glide, at full pay, receiving transition-to-work and other supportive services as needed. Participants will have the opportunity to address on-the-job issues, and concentrate on job search skills, strategies and tools. They may be placed in permanent full-time private sector jobs during their work experience tenure, or after it ends.

The project design is especially suited to succeed because the collaboration between Glide and the City enables each entity to bring its best resources to the table, for the ultimate empowerment of homeless people; project participants have direct access to a wide range of supportive services at Glide throughout all phases of the project, thereby substantially strengthening case management; and paid work experience helps stabilize the lives of the participants, and gives them practical experience in meeting responsibilities and adapting to the work culture.

This program year the project proposes to enroll 42 participants, graduate 33 participants from Life Skills and Job Readiness, place 21 participants, and have six (6) other positive terminations.



5. TRAINING TECHNOLOGY (Activity) Please check the one box that best describes this proposed program.

☐ Occupational Classroom Training (OCT)

☐ On-the-Job Training (OJT)

☐ Occupational Classroom Training with English as a Second Language (OCT/ESL)

☒ Job Search/Job. Prep. Training & Direct Placement (DP)

☐ Occupational Classroom Training with Basic Remedial Education (OCT/BRE)

☐ Individual Referral (IR)

6. NUMBER TO BE ENROLLED..... 42      10. FIXED UNIT PRICE (#9/ #8+#7)..... \$ 3,240  
7. TOTAL TO BE PLACED..... 21      11. PLACEMENT RATE (#7/#6 x 100)..... 50.0 %  
8. TOTAL OTHER POSITIVE TERMS..... 6      12. POSITIVE TERM. RATE (#7+#8/#6 x 100)..... 64.3 %  
9. TOTAL DOLLARS REQUESTED .... \$ 87,477

For the purpose of the initial subcontract selection only. The executed total subcontract will be based upon units of program performance other than just placement. Those units, and their fixed unit prices, will be determined through subcontract negotiations once proposed subcontracts have been selected. Do not budget Participant Support Services.

13. ENTRY REQUIREMENTS: Describe the ages, education levels, entry skills, and general employment barriers of the individuals you plan to enroll into your program.

Functional educational level at entry: 6th grade reading level

Job skills at entry: Demonstrated history of obtaining and maintaining a job for a minimum of six (6) months

Barriers to employment at entry: History of substance abuse, homelessness and poverty, poor education, repeated exposure to the criminal justice system, gaps in work history, single head of household

14. COMPETENCY TESTING: Indicate the pre- and post-test instruments you will use to determine participant improvement.

Completion of employment application, creation of resume with cover letter, creation of personal budget, conduct in interview (as indicative of communication skills)

15. EXIT ACHIEVEMENTS: Describe the skills to be achieved by the participants in your program.

Improvement in basic skills: Taking direction, punctuality, preparedness, money

Job skills: management, communication, anger management, conflict resolution, taking notes, taking tests, learning in a classroom environment

## PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

## PARTICIPANT CHARACTERISTICS AND ENROLLMENT SCHEDULE

SUBCONTRACTOR: Glide FoundationPROGRAM ACTIVITY: Job Search/Job Prep Training and Direct Placement

## PARTICIPANT CHARACTERISTICS

(Enter the number of participants for each category)

TOTAL TO BE ENROLLED					
GENDER:	Male	25	TARGET GROUPS	Single Adults 18-54	41
	Female	17		Single Adults 55+	1
	TOTAL	42		Parents w/children	9
RACE ETHNIC GROUP	African American	25		Veterans	5
	Amer.Ind./Alask.Nat*	1		Disabled	0
	Asian/Pacific Islander*	3		Recovering from Addiction	32
	Hispanic	5			
	White*	8			
	Other				
	TOTAL	42			
* Not Hispanic					

## PARTICIPANT ENROLLMENT SCHEDULE

(Enter cumulative figures)

MONTH	Total Enrolled	Total Employed	Total Other Positive Terms.	Non-Positive Terminations	Total Terminations
October 1996	14	0	0	3	3
November	14	2	1	4	7
December	14	5	2	5	12
January 1997	14	7	2	5	14
February	28	7	2	8	17
March	28	9	3	9	21
April	28	12	4	10	26
May	28	14	4	10	28
June	42	14	4	13	31
July	42	16	5	14	35
August	42	19	6	15	40
September	42	21	6	15	42

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

INITIAL DETERMINATION OF RESPONSIBILITY

PROPONENT: Glide Foundation

1. Are you incorporated?..... Yes ☒ No ☐

If Yes, date incorporated: 11/20/29

2. Tax Status: For Profit ☐ Not For-Profit ☒ State of Incorporation: California

3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal?..... Yes ☒ No ☐

If No, have you ever been refused bonding?..... Yes ☐ No ☐

If Yes, please explain: \_\_\_\_\_

4. When was your last audit performed? 12/31/95 Who performed the audit? Price Waterhouse

If you have not been audited during the past two years, please explain: \_\_\_\_\_

5. Do you retain outside accounting services other than a CPA firm?..... Yes ☐ No ☒

6. List the major sources of your agency funding within the past three (3) years:

Sources:

Amounts:

Years:

_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

7. List the three principal officers presently on your governing board:

Title:

Name:

Address:

<u>Chair</u>	<u>Warner H. Brown</u>	<u>1188 - 12th St, Oakland, CA 946</u>
<u>Vice Chair</u>	<u>Gordon Baranco</u>	<u>4300 Sequoyah Rd, Oakland 94605</u>
<u>Secretary</u>	<u>Benjamin Bowser</u>	<u>305-Mendocino Way, Redwood City</u>

8. Number of Directors on your governing Board: 14 How frequently does your Board meet?: Quarterly

Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes ☐ No ☒

If Yes, please explain: \_\_\_\_\_

9. Has your Board specifically agreed to sponsor this proposed program?..... Yes ☒ No ☐

If Yes, please give date of approval: 8/8/96

If No, please explain: \_\_\_\_\_

10. If you are proposing an occupational classroom or a vocational training program, is the program approved by the Council for Private Post-Secondary and Vocational Education?..... Yes ☐ No ☐

If Yes, please attach current copy of your approval.

If No, please explain: \_\_\_\_\_

11. Has a "Handicapped Accessibility Assessment" been performed at your facility?..... Yes ☐ No ☒

If Yes, date: \_\_\_\_\_ By whom was the assessment performed? \_\_\_\_\_

12. Was your facility found to be accessible to the:

mobile-impaired?..... Yes ☐ No ☐  
 hearing-impaired?..... Yes ☐ No ☐  
 visually-impaired?..... Yes ☐ No ☐

13. Will your proposed program be accessible to the:

mobile-impaired?..... Yes ☒ No ☐  
 hearing-impaired?..... Yes ☒ No ☐  
 visually-impaired?..... Yes ☒ No ☐

If No to any of the above, do you plan to make the needed modifications?..... Yes ☐ No ☐

To the best of my knowledge and belief, the information provided in this initial determination of responsibility is true and correct.

Janice Mirikitani  
Program Director (Typed)

Warner H. Brown  
Board Chairperson (Typed)

Janice Mirikitani  
Signature  
Warner H. Brown  
Signature

# HOMELESS EMPLOYMENT COLLABORATIVE PROPOSAL SELECTION CRITERIA

PROPOSER: CAREERS ABOUND, INC.

PROPOSAL #7

\$ REQUESTED: \$100,450

TRAINING ACTIVITY: DIRECT PLACEMENT

1. <i>Recruitment Assessment and Selection of Program Participants:</i> Identify collaborators that will insure enrollment; describe role of each collaborator, including MOUs; describe methods to assess participants, and criteria to be used for selecting who will be enrolled?.....	10 pts.	5
2. <i>Program Design:</i> Summarize the training program including the training activities, length of training in weeks and hours per week, training curriculum, and measurements used to determine successful completion of training. What are unique aspects of the program? How does program address basic needs and employment needs of the homeless?.....	10 pts.	5
3. <i>Program Goals and Objectives:</i> How many total participants enrolled with funds requested? How many will complete program after enrollment? How many will be placed into jobs? What positive terminations, other than placements, and how many, are projected? What is minimum amount of funds to make it feasible to operate a HEC program?.....	20 pts	14
4. <i>Program Fixed-Unit Price:</i> What is fixed unit price per positive termination? What is proposed placement rate and positive termination rate? What is proposed minimum wage at placement? If using other funds, in-kind or cash, to supplement the HEC funds, what is the amount of other funds?.....	20 pts	14
5. <i>Agency Capability/Track Record:</i> History providing services to homeless, employment and training services in SF, and providing case management to people in need. How many full time employees does agency have and how many would be working on proposed program and what would be their functions in the program? Provide an organizational chart indicating the lines of responsibility for the program.....	15 pts.	8
6. <i>Client Profile:</i> Profile of the homeless population to be recruited in terms of gender, age, race/ethnicity, disability, veteran status, and living situation. Who among the homeless will be targeted? What are the characteristics of the participants program is designed to serve? Prioritize support services that clients will need to complete program.....	10 pts.	4
7. <i>Job Development, Placement, and Coordination:</i> Strategies for contacting employers, connecting participants with employers. If you plan to refer participants to other training programs, identify them and explain how you will coordinate with them to continue employment services to clients. If participants are to be placed in certain kinds of jobs or industries, what are they and how does proponent demonstrate that these are real jobs for those who complete program?.....	10 pts.	7
8. <i>Retention, Tracking, and Evaluation:</i> Describe how agencies in the collaboration will provide services to participants who are placed, to insure they will be retained on the job. How will proponent keep in contact with participants after they complete program and for how long? How will proponent evaluate program, and measure whether program is successful?.....	5 pts.	3
<b>TOTAL</b>		<b>60</b>

## COMMENTS:

This proposal is **not recommended** for funding.

Careers Abound, Inc. (CA) is requesting \$100,450 to provide a Job Search/Job Preparation Training and Direct Placement (DP) program for 100 participants, all of whom would be young adults and disabled.

The task force found that this proposal did not have a clearly presented program design. Several activities were proposed, however none were thoroughly developed.

CA proposes a 98% positive termination rate which accounts for a very low fixed unit price of \$1,025.

The MOUs that CA attached did not specifically indicate that CA could recruit the homeless for the program. Its main collaborators and contacts have been summer youth employment and the Mayor's after school employment subcontractors.

CA has a track record for serving disabled youth and young adults but not for recruiting, training, and placing the homeless.



## PROGRAM SUMMARY

1. PROPONENT: CAREERS ABOUND, INC. PROPOSAL NO.: 07  
 ADDRESS: 220 Spear St. Grnd. Flr DATE: 8/9/96  
San Francisco, CA 94105 ZIP CODE: 94105  
 DIRECTOR: M. REZAEI TELEPHONE: 957-9161
2. TOTAL AMOUNT OF HEC FUNDING REQUESTED (from Page 2, #9).....\$ 100,450
3. FIXED UNIT PRICE PER PLACEMENT and/or POSITIVE TERMINATION (from Page 2, #10).....\$ 1,025
4. PROPOSAL SUMMARY. Please summarize the overall design of your training program and quantify your objectives in the space provided below.

The VOC PLUS Project is a system approach to creating employment competencies, enhance employability and remove barriers to achieving employment for 100 homeless young adults with disabilities, 18-40 years of age. The labor market trends over the next decade will continue to be significantly impacted by rapid changes in the technology, a continued increase in the service oriented jobs, availability of jobs for highly skilled and competitive workers, continued corporate mergers and reduction in workforce, elimination of middle management and blue color workers, and a significant reduction in the number of jobs for individuals without a high school diploma. We are faced with a diverse homeless population who may or may not have work experience, qualifications, education and specialized skills. Despite, the variations in competencies, they share common indicators; either gave up job search or have not looked for one so long that they cannot receive the highest consideration for a job, or cannot secure a job offer that actually meets their goals of economic self-sufficiency, or actually lack the necessary knowledge or their skills are outdated and no longer marketable, and they have in most part given up hope and accepted failure.

The VOC PLUS PROJECT offers all necessary elements for successful job development, training and placement. However, what sets this project apart is the ability, knowledge and resourcefulness of its staff and the employers we work with in recognizing that unemployment, welfare dependency and hopelessness create a vicious cycle; leading to bitterness and a deep sense of failure. In our today's society, the higher a person's money making ability, the higher his/her value and freedom as a human being. Therefore, the approach is to revitalize the ability to gain back the sense of pride, hopefulness and taking charge. The outcome is a higher rate of job placement, employment retention, and potential for longer term earnings and self-sufficiency.

Activities will include: 1) eligibility verification; 2) assessment and individualized planning; 3) Training (OJT internships, customized training, pre- and post-employment training, basic skills tutoring); 4) Job search, job development and placement; 5) referrals for support, occupational training and enrollment start-up support; 6) Employment retention counseling, training and monitoring support.



5. TRAINING TECHNOLOGY (Activity) Please check the one box that best describes this proposed program.

- |  |  |
|--|--|
| <input type="checkbox"/> Occupational Classroom Training (OCT)                                       | <input checked="" type="checkbox"/> On-the-Job Training (OJT)                              |
| <input type="checkbox"/> Occupational Classroom Training with English as a Second Language (OCT/ESL) | <input checked="" type="checkbox"/> Job Search/Job. Prep. Training & Direct Placement (DP) |
| <input type="checkbox"/> Occupational Classroom Training with Basic Remedial Education (OCT/BRE)     | <input checked="" type="checkbox"/> Individual Referral (IR)                               |

- |                                    |            |   |         |
|------------------------------------|------------|---|---------|
| 6. NUMBER TO BE ENROLLED.....      | 100        | 10. FIXED UNIT PRICE (#9/ #8+#7).....         | \$1,025 |
| 7. TOTAL TO BE PLACED.....         | 80         | 11. PLACEMENT RATE (#7/#6 x 100).....         | 80 %    |
| 8. TOTAL OTHER POSITIVE TERMS..... | 18         | 12. POSITIVE TERM. RATE (#7+#8/#6 x 100)..... | 98 %    |
| 9. TOTAL DOLLARS REQUESTED.....    | \$ 100,450 |   |         |

For the purpose of the initial subcontract selection only. The executed total subcontract will be based upon units of program performance other than just placement. Those units, and their fixed unit prices, will be determined through subcontract negotiations once proposed subcontracts have been selected. Do not budget Participant Support Services.

13. ENTRY REQUIREMENTS: Describe the ages, education levels, entry skills, and general employment barriers of the individuals you plan to enroll into your program.

Functional educational level at entry: At least 2 levels below the appropriate grade level for age group, less than a high school diploma/GED, need occupational or supported tra  
Job skills at entry:

Job skills will be at entry or lower than requirements for an entry level job.

OR needs on the job skills training for entry or two grade above entry level

jobs, OR have job skills which are updated or not applicable to jobs being current  
pursued.

Barriers to employment at entry: Disability/need for special accommodations, school drop-out,  
limited english proficiency, fragmented work history, low educational attainment,

single parenthood or lack of childcare, low independent living skills, history of  
substance abuse and/or criminal background, basic skills deficient, unable to  
establish residency, access a phone or maintain contact with employers.

14. COMPETENCY TESTING: Indicate the pre- and post-test instruments you will use to determine participant improvement.

Personality Aptitude Standardized Tests; i.e., MMPI

Cognitive Intelligent Tests; S. Binet

Vocational & Occupational Assessment Tests: SDS (Self-directed search),

CASAS, Myeer's Briggs Type Indicator, Career Assess.Inventory (CAI), Career  
Aptitude Profile (CAP), National Aptitude Profile System (B. & L. Gale), and others

15. EXIT ACHIEVEMENTS: Describe the skills to be achieved by the participants in your program.

Improvement in basic skills: 2-3 grade levels or preparation to take GED, English proficien

Job skills: Competency to perform all tasks within the given job description,  
competency to meet timelines for each job task, ability to organize paperwork  
related to the job (timecard, reports, files, rosters, etc.); proficiency in  
the application of equipments, materials, and tools within a given job;  
demonstrated punctuality, positive attitude, and employment retention abilities.

## PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

## PARTICIPANT CHARACTERISTICS AND ENROLLMENT SCHEDULE

SUBCONTRACTOR: CAREERS ABOUND, INC.PROGRAM ACTIVITY: THE VOC PLUS PROJECT - The Homeless Employment Program

**PARTICIPANT CHARACTERISTICS**  
(Enter the number of participants for each category)

TOTAL TO BE ENROLLED					
GENDER:	Male	55	TARGET GROUPS	Single Adults 18-54	50
	Female	45		Single Adults 55+	
	TOTAL	100		Parents w/children	35
RACE ETHNIC GROUP	African American	30		Veterans	10
	Amer.Ind./Alask.Nat*	4		Disabled	100
	Asian/Pacific Islander*	25		Recovering from Addiction	5
	Hispanic	26			
	White*	11			
	Other	4			
	TOTAL	100			
	* Not Hispanic				

**PARTICIPANT ENROLLMENT SCHEDULE**  
(Enter cumulative figures)

MONTH	Total Enrolled	Total Employed	Total Other Positive Terms.	Non-Positive Terminations	Total Terminations
October 1996	15	3	0	0	12
November	15	4	0	0	23
December	5	7	0	0	21
January 1997	6	6	4	1	16
February	6	8	0	0	14
March	9	8	0	0	15
April	9	7	0	0	17
May	9	8	6	0	12
June	8	8	2	0	10
July	7	8	1	0	8
August	7	8	1	1	5
September	4	5	4	0	0



## PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

## INITIAL DETERMINATION OF RESPONSIBILITY

PROPONENT: CAREERS ABOUND, INC

1. Are you incorporated?..... Yes ☒ No ☐  
If Yes, date incorporated: 1979
2. Tax Status: For Profit ☐ Not For-Profit ☒ State of Incorporation: California
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal?..... Yes ☒ No ☐  
If No, have you ever been refused bonding?..... Yes ☐ No ☐  
If Yes, please explain: \_\_\_\_\_
4. When was your last audit performed? 1994 Who performed the audit? Bergante & Bergante, a CPA fi  
If you have not been audited during the past two years, please explain: No Federal funds in excess of \$25,000
5. Do you retain outside accounting services other than a CPA firm?..... Yes ☒ No ☐
6. List the major sources of your agency funding within the past three (3) years:  
Sources: Amounts: Years:  
Mayor's Office of Children, youth & Their families \$62,000 1992-Present  
Private Industry Council of SF \$88,000-\$54,000 1993-Present  
Foundations & Corporate Donations & grants \$50,000-\$110,000 1993-Present
7. List the three principal officers presently on your governing board:  
Title: Name: Address:  
V. President/Acting Presid. Mercedes Leong 1585 15th. St. SF 94122  
President/Leave of absence Peter Pardini -until 11/96 850 Bryant #220 SF 94103  
Secretary/Treasurer Min Michelhaus-Hsu 679 40th. St SF 94121
8. Number of Directors on your governing Board: 6 How frequently does your Board meet?: Monthly  
Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes ☐ No ☒  
If Yes, please explain: \_\_\_\_\_
9. Has your Board specifically agreed to sponsor this proposed program?..... Yes ☒ No ☐  
If Yes, please give date of approval: July 1996 See Resolution  
If No, please explain: \_\_\_\_\_
10. If you are proposing an occupational classroom or a vocational training program, is the program approved by the Council for Private Post-Secondary and Vocational Education?..... Yes ☐ No ☒  
If Yes, please attach current copy of your approval.  
If No, please explain: No vocational classroom is offered, only practicum hours toward occup.
11. Has a "Handicapped Accessibility Assessment" been performed at your facility?..... Yes ☒ No ☐  
If Yes, date: 7/95 By whom was the assessment performed? Fire Dept. & Building ADA arch
12. Was your facility found to be accessible to the:  
mobile-impaired?..... Yes ☒ No ☐  
hearing-impaired?..... Yes ☒ No ☐  
visually-impaired?..... Yes ☒ No ☐
13. Will your proposed program be accessible to the:  
mobile-impaired?..... Yes ☒ No ☐  
hearing-impaired?..... Yes ☒ No ☐  
visually-impaired?..... Yes ☒ No ☐  
If No to any of the above, do you plan to make the needed modifications?..... N/A Yes ☐ No ☐

To the best of my knowledge and belief, the information provided in this initial determination of responsibility is true and correct.

Mojdeh Rezaee, Ph.D., Executive Director

Program Director (Typed)

Mercedes Leong, Acting President

Board Chairperson (Typed)

Signature

Signature

## HOMELESS EMPLOYMENT COLLABORATIVE PROPOSAL SELECTION CRITERIA

PROPOSER: WALDEN HOUSE, INC.

PROPOSAL #8

\$ REQUESTED: \$92,203

TRAINING ACTIVITY: OCC. CLASSROOM TRNG./BASIC REM. ED.

1. <i>Recruitment Assessment and Selection of Program Participants:</i> Identify collaborators that will insure enrollment; describe role of each collaborator, including MOUs; describe methods to assess participants, and criteria to be used for selecting who will be enrolled?.....	10 pts.	7
2. <i>Program Design:</i> Summarize the training program including the training activities, length of training in weeks and hours per week, training curriculum, and measurements used to determine successful completion of training. What are unique aspects of the program? How does program address basic needs and employment needs of the homeless?.....	10 pts.	7
3. <i>Program Goals and Objectives:</i> How many total participants enrolled with funds requested? How many will complete program after enrollment? How many will be placed into jobs? What positive terminations, other than placements, and how many, are projected? What is minimum amount of funds to make it feasible to operate a HEC program?.....	20 pts.	16
4. <i>Program Fixed-Unit Price:</i> What is fixed unit price per positive termination? What is proposed placement rate and positive termination rate? What is proposed minimum wage at placement? If using other funds, in-kind or cash, to supplement the HEC funds, what is the amount of other funds?.....	20 pts.	17
5. <i>Agency Capability/Track Record:</i> History providing services to homeless, employment and training services in SF, and providing case management to people in need. How many full time employees does agency have and how many would be working on proposed program and what would be their functions in the program? Provide an organizational chart indicating the lines of responsibility for the program.....	15 pts.	10
6. <i>Client Profile:</i> Profile of the homeless population to be recruited in terms of gender, age, race/ethnicity, disability, veteran status, and living situation. Who among the homeless will be targeted? What are the characteristics of the participants program is designed to serve? Prioritize support services that clients will need to complete program.....	10 pts.	8
7. <i>Job Development, Placement, and Coordination:</i> Strategies for contacting employers, connecting participants with employers. If you plan to refer participants to other training programs, identify them and explain how you will coordinate with them to continue employment services to clients. If participants are to be placed in certain kinds of jobs or industries, what are they and how does proponent demonstrate that these are real jobs for those who complete program?.....	10 pts.	6
8. <i>Retention, Tracking, and Evaluation:</i> Describe how agencies in the collaboration will provide services to participants who are placed, to insure they will be retained on the job. How will proponent keep in contact with participants after they complete program and for how long? How will proponent evaluate program, and measure whether program is successful?.....	5 pts.	4
<b>TOTAL</b>		<b>75</b>

## COMMENTS:

This proposal is **not recommended** for funding.

Walden House, Inc. (WHI) is requesting \$92,203 to provide an Occupational Classroom Training and Basic Remedial Education (OCT/BRE) program to train 120 participants, all of whom are recovering from addiction. WHI is planning five cycles of 24 participants each.

The task force considered this proposal well written with a comprehensive program design and evidence of being able to recruit and enroll the homeless.

WHI proposes a total of 80 placements but does not present evidence of experience with job development and placement after training.

WHI has applied for, but not yet received, approval from the Council for Private Postsecondary and Vocational Education which is necessary to operate an OCT program. This approval is not needed for a BRE program.

WHI should consider proposing a smaller program under the DP category.



## PROGRAM SUMMARY

1. PROPONENT: Walden House, Inc. PROPOSAL NO.: 08  
 ADDRESS: 520 Townsend St. DATE: August 9, 1996  
San Francisco, CA ZIP CODE: 94103  
 DIRECTOR: Alfonso P. Acampora, MBA, President/CEO TELEPHONE: 415/554-1100
2. TOTAL AMOUNT OF HEC FUNDING REQUESTED (from Page 2, #9)..... \$ 92,203
3. FIXED UNIT PRICE PER PLACEMENT and/or POSITIVE TERMINATION (from Page 2, #10)..... \$ 1,085
4. PROPOSAL SUMMARY. Please summarize the overall design of your training program and quantify your objectives in the space provided below.

This program is centered on providing vocational education and training services to that portion of the Walden House population that either is or has been homeless. Walden House client admission information indicates that 45% of new clients come to treatment from "the street" (homeless). Another 23% enter treatment from shelters; 20% come from temporary living situations with a friend or relative (but have been homeless), and 11% come from temporary, transitional housing. Of all WH admissions, 34% are self-referrals, many of whom are or have been homeless prior to admission. Just over 31% of all clients come from the criminal justice system, and a sizable portion of this group has been homeless prior to incarceration. It is from this large "pool" of homeless clients that participants are selected for the vocational program.

This proposal requests funds for the Occupational Classroom Training with Basic Remedial Education (OCT/BRE) and Job Search/Job Preparation Training and Direct Placement (DP) funding categories identified in this RFP. All clients to be funded under this proposal will have been homeless.

During the program year, 120 clients will be enrolled to receive vocational services. All 120 (100%) will receive assessments, including the Employability Profile, the Educational and Life-Skills Assessment, the Employment Action Plan during the first two weeks of participation. Most will participate in the INVEST computer learning system for 8 weeks, with two groups of participants attending 3-hour classes (12 participants in a class) three times a week.

#### Quantitative Objectives:

1. During the program year, at least 120 clients will receive vocational assessment/training services.
2. All 120 (100%) will receive assessments, including the Employability Profile, the Educational and Life-Skills Assessment, and develop an Employment Action Plan.
3. Of those enrolled, 85 (71%) will successfully complete the INVEST classroom training phase and pre-employment training (job-seeking skills class).
4. Of these, 80 (94% of 85, 67% of 120) will find employment -- 60 clients locating employment on their own, and 20 utilizing job-placement services.
5. The remaining 5 (6% of 85, 4% of 120) will receive additional assistance, further training or coaching to assist in their search.

## 5. TRAINING TECHNOLOGY (Activity) Please check the one box that best describes this proposed program.

- ☐ Occupational Classroom Training (OCT)
 ☐ On-the-Job Training (OJT)
- ☐ Occupational Classroom Training with English as a Second Language (OCT/ESL)
 ☒ Job Search/Job. Prep. Training & Direct Placement (DP)
- ☒ Occupational Classroom Training with Basic Remedial Education (OCT/BRE)
 ☐ Individual Referral (IR)

6. NUMBER TO BE ENROLLED ..... 120      10. FIXED UNIT PRICE (#9/#8+#7) ..... \$1,085
7. TOTAL TO BE PLACED ..... 80      11. PLACEMENT RATE (#7/#6 x 100) ..... 67%
8. TOTAL OTHER POSITIVE TERMS ..... 5      12. POSITIVE TERM. RATE (#7+#8/#6 x 100) ..... 71%
9. TOTAL DOLLARS REQUESTED ..... \$ 92,203

For the purpose of the initial subcontract selection only. The executed total subcontract will be based upon units of program performance other than just placement. Those units, and their fixed unit prices, will be determined through subcontract negotiations once proposed subcontracts have been selected. Do not budget Participant Support Services.

## 13. ENTRY REQUIREMENTS: Describe the ages, education levels, entry skills, and general employment barriers of the individuals you plan to enroll into your program. Ages: 18-55+, most age 25-40.

Functional educational level at entry: Most function at 6th-7th grade level; 42% have no HS diploma or GED. Approximately 5% are functionally illiterate.

Job skills at entry: Most have few job skills; some have been able to find but not keep jobs. Some have prison work experience — janitorial, food preparation, or machine tool

use. Most have skills tied to street life, homelessness and drug use.

Barriers to employment at entry: Low literacy levels, low self-esteem, criminal records, frequent job terminations, lack of skills required to keep a job. Most have long

histories of substance abuse, dependence on public assistance, homelessness, and/or mental disorders.

## 14. COMPETENCY TESTING: Indicate the pre- and post-test instruments you will use to determine participant improvement.

Participants will be tested using the Comprehensive Adult Student Assessment System (CASAS) upon entry into the vocational services program, and again upon completion of Occupational Classroom Training. The INVEST computer learning system used in the OCT/BRE component is competency-based, and begins with a series of assignments to place students at the appropriate starting place.

## 15. EXIT ACHIEVEMENTS: Describe the skills to be achieved by the participants in your program.

Improvement in basic skills: Program participants who complete OCT/BRE will increase educational functioning level by 3 grades. 70% will complete

Job skills: OCT/BRE and be ready for GED preparation.

Improved reading and math, organizational skills, communication skills, self-esteem and self-confidence; skills in identifying job leads, completing application, resume writing, interviewing, follow-up; also personal management skills stressing taking responsibility, punctuality, self-motivation, professional appearance, appropriate workplace behavior.





**PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.**

**INITIAL DETERMINATION OF RESPONSIBILITY**

PROPOSER: Walden House, Inc.

1. Are you incorporated?..... Yes ☒ No ☐

If Yes, date incorporated: 1969

2. Tax Status: For Profit ☐ Not For-Profit ☒ State of Incorporation: California

3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal?..... Yes ☒ No ☐

If No, have you ever been refused bonding?..... Yes ☐ No ☒

If Yes, please explain: \_\_\_\_\_

4. When was your last audit performed? 1995 Who performed the audit? Deloitte & Touche, LLP

If you have not been audited during the past two years, please explain: N/A

5. Do you retain outside accounting services other than a CPA firm?..... Yes ☒ No ☐

**Payroll services**

6. List the major sources of your agency funding within the past three (3) years:

Sources:	Amounts:	Years:
<u>CSAS</u>	\$ <u>5,805,888</u>	<u>FY '95-'96</u>
<u>AIDS Office, Ryan White funds</u>	\$ <u>1,305,832</u>	<u>FY '95-'96</u>
<u>Client-generated funds (GA, SSI, AFDC, etc.)</u>	\$ <u>870,718</u>	<u>FY '95-'96</u>

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
<u>Chairperson</u>	<u>Pierce Christopher Welch</u>	<u>Sacramento 95</u> <u>55 Quinta Court, Ste. 3</u>
<u>Vice-Chairman /Secretary</u>	<u>Nello Santacroce</u>	<u>9057 Soquel Dr., Bldg. B, Ste.</u> <u>94608</u>
<u>Treasurer</u>	<u>Roger C. Thompson</u>	<u>1552 Beach St., Ste. A, Emeryville</u> <u>94608</u>

8. Number of Directors on your governing Board: 14 How frequently does your Board meet?: 4 times a 9500 year

Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes ☐ No ☒

If Yes, please explain: \_\_\_\_\_

9. Has your Board specifically agreed to sponsor this proposed program?..... Yes ☒ No ☐

If Yes, please give date of approval: August 7, 1996 by telephone poll

If No, please explain: \_\_\_\_\_

10. If you are proposing an occupational classroom or a vocational training program, is the program approved

by the Council for Private Post-Secondary and Vocational Education?..... Yes ☐ No ☒

If Yes, please attach current copy of your approval.

If No, please explain: We are applying for it.

11. Has a "Handicapped Accessibility Assessment" been performed at your facility? Yes ☒ No ☐

If Yes, date: August 2, 1996 By whom was the assessment performed? WH Operations Dept.

12. Was your facility found to be accessible to the:

mobile-impaired?..... Yes ☒ No ☐  
hearing-impaired?..... Yes ☒ No ☐  
visually-impaired?..... Yes ☒ No ☐

13. Will your proposed program be accessible to the:

mobile-impaired?..... Yes ☒ No ☐  
hearing-impaired?..... Yes ☒ No ☐  
visually-impaired?..... Yes ☒ No ☐

If No to any of the above, do you plan to make the needed modifications?..... Yes ☐ No ☐

To the best of my knowledge and belief, the information provided in this initial determination of responsibility is true and correct.

Alfonso P. Acampora, MBA, President/CEO

Program Director (Typed)

Pierce Christopher Welch

Board Chairperson (Typed)

Signature

Signature

# HOMELESS EMPLOYMENT COLLABORATIVE PROPOSAL SELECTION CRITERIA

PROPOSER: **COMMUNITY HOUSING PARTNERSHIP**

PROPOSAL #9

\$ REQUESTED: **\$96,442**

TRAINING ACTIVITY: **DIRECT PLACEMENT**

1. <i>Recruitment Assessment and Selection of Program Participants:</i> Identify collaborators that will insure enrollment; describe role of each collaborator, including MOUs; describe methods to assess participants, and criteria to be used for selecting who will be enrolled?.....	10 pts.	10
2. <i>Program Design:</i> Summarize the training program including the training activities, length of training in weeks and hours per week, training curriculum, and measurements used to determine successful completion of training. What are unique aspects of the program? How does program address basic needs and employment needs of the homeless?.....	10 pts.	8
3. <i>Program Goals and Objectives:</i> How many total participants enrolled with funds requested? How many will complete program after enrollment? How many will be placed into jobs? What positive terminations, other than placements, and how many, are projected? What is minimum amount of funds to make it feasible to operate a HEC program?.....	20 pts	16
4. <i>Program Fixed-Unit Price:</i> What is fixed unit price per positive termination? What is proposed placement rate and positive termination rate? What is proposed minimum wage at placement? If using other funds, in-kind or cash, to supplement the HEC funds, what is the amount of other funds?.....	20 pts	16
5. <i>Agency Capability/Track Record:</i> History providing services to homeless, employment and training services in SF, and providing case management to people in need. How many full time employees does agency have and how many would be working on proposed program and what would be their functions in the program? Provide an organizational chart indicating the lines of responsibility for the program.....	15 pts.	13
6. <i>Client Profile:</i> Profile of the homeless population to be recruited in terms of gender, age, race/ethnicity, disability, veteran status, and living situation. Who among the homeless will be targeted? What are the characteristics of the participants program is designed to serve? Prioritize support services that clients will need to complete program.....	10 pts.	9
7. <i>Job Development, Placement, and Coordination:</i> Strategies for contacting employers, connecting participants with employers. If you plan to refer participants to other training programs, identify them and explain how you will coordinate with them to continue employment services to clients. If participants are to be placed in certain kinds of jobs or industries, what are they and how does proponent demonstrate that these are real jobs for those who complete program?.....	10 pts.	8
8. <i>Retention, Tracking, and Evaluation:</i> Describe how agencies in the collaboration will provide services to participants who are placed, to insure they will be retained on the job. How will proponent keep in contact with participants after they complete program and for how long? How will proponent evaluate program, and measure whether program is successful?.....	5 pts.	5
<b>TOTAL</b>		<b>85</b>

## COMMENTS:

This proposal is **recommended** for funding in the amount of \$96,442, the total amount requested.

Community Housing Partnership (CHP) is proposing a Job Search/Job Preparation Training and Direct Placement (DP) program for 75 participants who are tenants of supportive housing. They should have no problem of recruiting and enrolling the homeless. CHP is a part of the Supportive Housing Employment Collaborative, a consortium of five agencies providing extensive services to the homeless.

CHP submitted a very well written, detailed and comprehensive proposal. The fixed unit price of \$1,439 per positive termination is reasonable. The proposed 73% placement rate is competitive. This is a new program for CHP with the PIC. CHP has the strongest posed follow-up plan to ensure retention of the participants on the job after placement.





## PROGRAM SUMMARY

1. PROPONENT: Community Housing Partnership PROPOSAL NO.: 09  
 ADDRESS: 1010 Market Street DATE: August 9, 1996  
San Francisco, California ZIP CODE: 94102  
 DIRECTOR: Michael Davis, Executive Director TELEPHONE: (415) 241-9015
2. TOTAL AMOUNT OF HEC FUNDING REQUESTED (from Page 2, #9)..... \$ 96,442.00
3. FIXED UNIT PRICE PER PLACEMENT and/or POSITIVE TERMINATION (from Page 2, #10)..... \$ 1,439.00
4. PROPOSAL SUMMARY. Please summarize the overall design of your training program and quantify your objectives in the space provided below.

The Community Housing Partnership (CHP) will collaborate primarily with four other organizations who provide housing, supportive, and employment services to homeless individuals in San Francisco: Episcopal Community Services, Chinese Community Housing Corporation, Conard House, and Mercy Charities Housing California. Each organization offers housing, supportive services, and employment opportunities to individuals living on the streets or in shelters, and each belongs to a formal collaborative called the Supportive Housing Employment Collaborative (SHEC). The collaborative's goal is to offer a full array of vocational and employment opportunities and services to formerly homeless individuals and families, especially those living in supportive housing, to best address their needs and support them in pursuing specific vocational and employment goals. All participants will be formerly homeless tenants of supportive housing. The SHEC will not only offer vocational and employment services, including a number of skills training programs -- such as maintenance, janitorial and cafe management -- but will create an extensive job network that includes the approximately 300 jobs that exist within this collaborative alone.

CHP proposes to provide employment and placement services in the HEC category of Job Search/Job Preparation Services, and Direct Placement. The proposed program has three major phases: Work Readiness and Interest Assessment (6-16 weeks), Job Search and Preparation (4-12 weeks), and Job Placement and Follow-Up (4-12 weeks). The program will offer each participant an individualized vocational/employment plan which supports engagement in meaningful activity, exploring vocational interests, obtaining basic work readiness and specific job skills, preparing for an effective job search, obtaining employment which is meaningful and pays a living wage, and coping with challenges which arise once a job has been obtained. The program will also offer formal training and educational opportunities to those participants who need or want them, and will build self-esteem and self-confidence in each participant as they proceed through the program.

CHP anticipates that the total number of participants enrolled will be 75 individuals, of whom 67 will complete the training program. Of these 67, 55 individuals will be placed in transitional (term limited), part-time (more than 8 hours per week and less than 30 hours per week), and full-time employment (minimum of 30 hours per week). We anticipate 12 other positive terminations.



## PROGRAM SUMMARY

1. PROPONENT: Community Housing Partnership PROPOSAL NO.: 09  
 ADDRESS: 1010 Market Street DATE: August 9, 1996  
San Francisco, California ZIP CODE: 94102  
 DIRECTOR: Michael Davis, Executive Director TELEPHONE: (415) 241-9015
2. TOTAL AMOUNT OF HEC FUNDING REQUESTED (from Page 2, #9).....\$ 96,442.00
3. FIXED UNIT PRICE PER PLACEMENT and/or POSITIVE TERMINATION (from Page 2, #10).....\$ 1,439.00
4. PROPOSAL SUMMARY. Please summarize the overall design of your training program and quantify your objectives in the space provided below.

The Community Housing Partnership (CHP) will collaborate primarily with four other organizations who provide housing, supportive, and employment services to homeless individuals in San Francisco: Episcopal Community Services, Chinese Community Housing Corporation, Conard House, and Mercy Charities Housing California. Each organization offers housing, supportive services, and employment opportunities to individuals living on the streets or in shelters, and each belongs to a formal collaborative called the Supportive Housing Employment Collaborative (SHEC). The collaborative's goal is to offer a full array of vocational and employment opportunities and services to formerly homeless individuals and families, especially those living in supportive housing, to best address their needs and support them in pursuing specific vocational and employment goals. All participants will be formerly homeless tenants of supportive housing. The SHEC will not only offer vocational and employment services, including a number of skills training programs -- such as maintenance, janitorial and cafe management -- but will create an extensive job network that includes the approximately 300 jobs that exist within this collaborative alone.

CHP proposes to provide employment and placement services in the HEC category of Job Search/Job Preparation Services, and Direct Placement. The proposed program has three major phases: Work Readiness and Interest Assessment (6-16 weeks), Job Search and Preparation (4-12 weeks), and Job Placement and Follow-Up (4-12 weeks). The program will offer each participant an individualized vocational/employment plan which supports engagement in meaningful activity, exploring vocational interests, obtaining basic work readiness and specific job skills, preparing for an effective job search, obtaining employment which is meaningful and pays a living wage, and coping with challenges which arise once a job has been obtained. The program will also offer formal training and educational opportunities to those participants who need or want them, and will build self-esteem and self-confidence in each participant as they proceed through the program.

CHP anticipates that the total number of participants enrolled will be 75 individuals, of whom 67 will complete the training program. Of these 67, 55 individuals will be placed in transitional (term limited), part-time (more than 8 hours per week and less than 30 hours per week), and full-time employment (minimum of 30 hours per week). We anticipate 12 other positive terminations.

5. TRAINING TECHNOLOGY (Activity) Please check the one box that best describes this proposed program.

- ☐ Occupational Classroom Training (OCT) ☐ On-the-Job Training (OJT)
- ☐ Occupational Classroom Training with English as a Second Language (OCT/ESL) ☒ Job Search/Job. Prep. Training & Direct Placement (DP)
- ☐ Occupational Classroom Training with Basic Remedial Education (OCT/BRE) ☐ Individual Referral (IR)

6. NUMBER TO BE ENROLLED ..... 75 10. FIXED UNIT PRICE (#9/ #8+#7).....\$ 1439
7. TOTAL TO BE PLACED ..... 55 11. PLACEMENT RATE (#7/#6 x 100)..... 73 %
8. TOTAL OTHER POSITIVE TERMS. .... 12 12. POSITIVE TERM. RATE (#7+#8/#6 x 100)..... 89 %
9. TOTAL DOLLARS REQUESTED .....\$ 96,442.00

For the purpose of the initial subcontract selection only. The executed total subcontract will be based upon units of program performance other than just placement. Those units, and their fixed unit prices, will be determined through subcontract negotiations once proposed subcontracts have been selected. Do not budget Participant Support Services.

13. ENTRY REQUIREMENTS: Describe the ages, education levels, entry skills, and general employment barriers of the individuals you plan to enroll into your program.

Functional educational level at entry: 18 y/o or older, no specific education level  
(assessment based on voc/emp. goals)

Job skills at entry: Wide variety from little or no skills to extensive work  
history in such areas as construction and maintenance. All participants will  
enter based on willingness to participate and motivation to  
develop and follow-through on an individualized vocational/employment plan.

Barriers to employment at entry: Low literacy and math skills, inappropriate work  
behaviors due to substance abuse and Mental Health issues; lack of any  
significant work history; lack of anger-management skills; lack of  
motivation and/or self-esteem; history of incarceration; immigration status;  
poor problem-solving skills.

14. COMPETENCY TESTING: Indicate the pre- and post-test instruments you will use to determine participant improvement.

Instruments include CAPS, COPS, COPES & TABE tests, other interest  
inventories; individualized vocational/employment plan which emphasizes  
interests, aptitudes, motivation and basic skills.

15. EXIT ACHIEVEMENTS: Describe the skills to be achieved by the participants in your program.

Improvement in basic skills: Increased work readiness, reliability, and self-  
confidence and problem solving ability.

Job skills: Literacy, math, computer (word, Excel), maintenance, general  
property management, pre-construction, janitorial, administrative &  
clerical, peer counseling, job preparation & search, general employ.  
goal-setting, ability to interact more effectively with co-workers

& supervisors, CPR, First Aid, ability to cope with barrier behaviors  
in formal work setting.

## PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

## PARTICIPANT CHARACTERISTICS AND ENROLLMENT SCHEDULE

SUBCONTRACTOR: Community Housing PartnershipPROGRAM ACTIVITY: Job Search/Job Preparation Services, Direct Placement

## PARTICIPANT CHARACTERISTICS

(Enter the number of participants for each category)

TOTAL TO BE ENROLLED		75			
GENDER:	Male	52	TARGET GROUPS	Single Adults 18-54	55
	Female	23		Single Adults 55+	8
	TOTAL	75		Parents w/children	7
RACE ETHNIC GROUP	African American	37		Veterans	22
	Amer.Ind./Alask.Nat*	2		Disabled	19
	Asian/Pacific Islander*	2		Recovering from Addiction	60
	Hispanic	14			
	White*	20			
	Other	0			
	TOTAL	75			
* Not Hispanic					

## PARTICIPANT ENROLLMENT SCHEDULE

(Enter cumulative figures)

MONTH	Total Enrolled	Total Employed	Total Other Positive Terms.	Non-Positive Terminations	Total Terminations
October 1996	8	0	0	0	0
November	18	0	0	0	0
December	28	2	0	0	2
January 1997	38	6	2	1	9
February	48	14	4	3	21
March	58	19	7	4	30
April	65	25	10	5	40
May	70	31	12	5	48
June	75	37	12	6	55
July	75	45	12	7	64
August	75	50	12	8	70
September	75	55	12	8	75

## PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

## INITIAL DETERMINATION OF RESPONSIBILITY

PROPOSER: Community Housing Partnership1. Are you incorporated?..... Yes ☒ No ☐If Yes, date incorporated: March 6, 19902. Tax Status: For Profit ☐ Not For-Profit ☒ State of Incorporation: California3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal?..... Yes ☒ No ☐If No, have you ever been refused bonding?..... Yes ☐ No ☐

If Yes, please explain: \_\_\_\_\_

4. When was your last audit performed? 7-95 Who performed the audit? Linquest Von Husen & Joyce

If you have not been audited during the past two years, please explain: \_\_\_\_\_

5. Do you retain outside accounting services other than a CPA firm?..... Yes ☐ No ☒

6. List the major sources of your agency funding within the past three (3) years:

Sources:

Amounts:

Years:

Government Agencies \$ 1,753,818.00 94 - 96Corporate/Private & Individual contributions \$ 582,833.00 94 - 96Program Income \$ 2,874,941.00 94 - 96

7. List the three principal officers presently on your governing board:

Title:

Name:

Address:

President Paul Boden 126 Hyde St. S.F. 94102Vice President Geoff MacDonald 345 Montgomery St. LL2 S.F. 94Treasurer Rene Cazenave 409 Clayton St. S.F. 941178. Number of Directors on your governing Board: 12 How frequently does your Board meet?: bi-monthlyHave any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes ☐ No ☒

If Yes, please explain: \_\_\_\_\_

9. Has your Board specifically agreed to sponsor this proposed program?..... Yes ☐ No ☐If Yes, please give date of approval: July 16, 1996

If No, please explain: \_\_\_\_\_

10. If you are proposing an occupational classroom or a vocational training program, is the program approved by the Council for Private Post-Secondary and Vocational Education?..... Yes ☐ No ☐

If Yes, please attach current copy of your approval.

If No, please explain: \_\_\_\_\_

11. Has a "Handicapped Accessibility Assessment" been performed at your facility?..... Yes ☐ No ☐If Yes, date: 7-22-94 By whom was the assessment performed? John Airies

12. Was your facility found to be accessible to the:

mobile-impaired?..... Yes ☒ No ☐hearing-impaired?..... Yes ☒ No ☐visually-impaired?..... Yes ☒ No ☐

13. Will your proposed program be accessible to the:

mobile-impaired?..... Yes ☒ No ☐hearing-impaired?..... Yes ☒ No ☐visually-impaired?..... Yes ☒ No ☐If No to any of the above, do you plan to make the needed modifications?..... Yes ☒ No ☐

To the best of my knowledge and belief, the information provided in this initial determination of responsibility is true and correct.

Mike Davis

Program Director (Typed)

Paul Boden

Board Chairperson (Typed)

Signature

Signature



## HOMELESS EMPLOYMENT COLLABORATIVE PROPOSAL SELECTION CRITERIA

PROPOSER: JEWISH VOCATIONAL SERVICE

PROPOSAL #10

\$ REQUESTED: \$75,150

TRAINING ACTIVITY: DIRECT PLACEMENT

1. <i>Recruitment Assessment and Selection of Program Participants:</i> Identify collaborators that will insure enrollment; describe role of each collaborator, including MOUs; describe methods to assess participants, and criteria to be used for selecting who will be enrolled?.....	10 pts.	9
2. <i>Program Design:</i> Summarize the training program including the training activities, length of training in weeks and hours per week, training curriculum, and measurements used to determine successful completion of training. What are unique aspects of the program? How does program address basic needs and employment needs of the homeless?.....	10 pts.	8
3. <i>Program Goals and Objectives:</i> How many total participants enrolled with funds requested? How many will complete program after enrollment? How many will be placed into jobs? What positive terminations, other than placements, and how many, are projected? What is minimum amount of funds to make it feasible to operate a HEC program?.....	20 pts	16
4. <i>Program Fixed-Unit Price:</i> What is fixed unit price per positive termination? What is proposed placement rate and positive termination rate? What is proposed minimum wage at placement? If using other funds, in-kind or cash, to supplement the HEC funds, what is the amount of other funds?.....	20 pts	15
5. <i>Agency Capability/Track Record:</i> History providing services to homeless, employment and training services in SF, and providing case management to people in need. How many full time employees does agency have and how many would be working on proposed program and what would be their functions in the program? Provide an organizational chart indicating the lines of responsibility for the program.....	15 pts.	13
6. <i>Client Profile:</i> Profile of the homeless population to be recruited in terms of gender, age, race/ethnicity, disability, veteran status, and living situation. Who among the homeless will be targeted? What are the characteristics of the participants program is designed to serve? Prioritize support services that clients will need to complete program.....	10 pts.	8
7. <i>Job Development, Placement, and Coordination:</i> Strategies for contacting employers, connecting participants with employers. If you plan to refer participants to other training programs, identify them and explain how you will coordinate with them to continue employment services to clients. If participants are to be placed in certain kinds of jobs or industries, what are they and how does proponent demonstrate that these are real jobs for those who complete program?.....	10 pts.	9
8. <i>Retention, Tracking, and Evaluation:</i> Describe how agencies in the collaboration will provide services to participants who are placed, to insure they will be retained on the job. How will proponent keep in contact with participants after they complete program and for how long? How will proponent evaluate program, and measure whether program is successful?.....	5 pts.	4
<b>TOTAL</b>		<b>82</b>

## COMMENTS:

This proposal is **recommended** for funding in the amount of \$75,150, the total amount requested.

Jewish Vocational Service (JVS) is proposing to provide a Job Search/Job Preparation Training and Direct Placement (DP) program for 60 participants, all of whom are parents with children.

JVS submitted an excellent proposal, clearly stated and complete with a very comprehensive program design. This is a new program proposed by JVS to the PIC. The fixed unit price of \$1,565 is competitive.

The proposal presented solid job development and placement services and follow-up services designed to ensure job retention after placement.





## PROGRAM SUMMARY

1. PROPONENT: Jewish Vocational Service PROPOSAL NO.: 10  
 ADDRESS: 77 Geary St., Suite 401 DATE: 8/9/96  
San Francisco, CA ZIP CODE: 94108  
 DIRECTOR: Abby Snay TELEPHONE: 391-3600
2. TOTAL AMOUNT OF HEC FUNDING REQUESTED (from Page 2, #9)..... \$ 75,150
3. FIXED UNIT PRICE PER PLACEMENT and/or POSITIVE TERMINATION (from Page 2, #10)..... \$ 1,565
4. PROPOSAL SUMMARY. Please summarize the overall design of your training program and quantify your objectives in the space provided below.

The proposed homeless employment collaborative will teach job search skills and help homeless parents with children find gainful employment and achieve economic self-sufficiency. JVS, serving as the lead agency and fiscal agent, will provide Joblink employment services. Raphael House, The Homeless Prenatal Program, Compass Community Services and the Department of Human Services (DHS) will provide referrals and case management support. DHS will also help participants transition off welfare.

With the help of an Employment Specialist, program participants will develop a vocational action plan containing an individually tailored strategy for finding work. Most clients will then be enrolled in a 32-hour Job Search Skills workshop, followed by a 120-day individualized job search process with the Employment Specialist. Other programs will be available as needed including Career Exploration Workshops, Referral to Training, Job Club and Job Search Progress Groups. Joblink Employment Specialists will provide follow-up contact and support during the 90 days after placement.

The Collaborative is requesting \$75,150 to serve 60 homeless parents with children. Of these, 80% (48) will complete the program, and 65% (39) will be placed in jobs within 120 days. The job retention rate after 90 days will be 65% (25). These results are expected to save an estimated \$45,525 in AFDC benefits, not including savings from Medicaid and Foodstamps, as well as increased revenue to the tax base.

5. TRAINING TECHNOLOGY (Activity) Please check the one box that best describes this proposed program.

- ☐ Occupational Classroom Training (OCT) ☐ On-the-Job Training (OJT)
- ☐ Occupational Classroom Training with English as a Second Language (OCT/ESL) ☒ Job Search/Job. Prep. Training & Direct Placement (DP)
- ☐ Occupational Classroom Training with Basic Remedial Education (OCT/BRE) ☐ Individual Referral (IR)

6. NUMBER TO BE ENROLLED..... 60 10. FIXED UNIT PRICE (#9/ #8+#7)..... \$ 1,565
7. TOTAL TO BE PLACED..... 39 11. PLACEMENT RATE (#7/#6 x 100)..... 65 %
8. TOTAL OTHER POSITIVE TERMS..... 9 12. POSITIVE TERM. RATE (#7+#8/#6 x 100)..... 80 %
9. TOTAL DOLLARS REQUESTED .... \$ 75,150

For the purpose of the initial subcontract selection only. The executed total subcontract will be based upon units of program performance other than just placement. Those units, and their fixed unit prices, will be determined through subcontract negotiations once proposed subcontracts have been selected. Do not budget Participant Support Services.

13. ENTRY REQUIREMENTS: Describe the ages, education levels, entry skills, and general employment barriers of the individuals you plan to enroll into your program.

Functional educational level at entry: High school to college; 19 to 52 years

Job skills at entry: Minimal work histories. Skills include clerical, food service, blue collar, domestic services.

Barriers to employment at entry: Gaps in employment, substance abuse, domestic violence, disability, low self-esteem, lack of childcare, lack of transportation.

14. COMPETENCY TESTING: Indicate the pre- and post-test instruments you will use to determine participant improvement.

Pre/post-assessment regarding the ability to perform a comprehensive job search (filling out applications, developing an effective resume, cold calling, interviewing skills).

15. EXIT ACHIEVEMENTS: Describe the skills to be achieved by the participants in your program.

Improvement in basic skills: \_\_\_\_\_

Job skills: Able to conduct an independent, comprehensive job search. Knowledge of labor market directly relating to their job search.

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

PARTICIPANT CHARACTERISTICS AND ENROLLMENT SCHEDULE

SUBCONTRACTOR: Jewish Vocational & Career Counseling Service

PROGRAM ACTIVITY: Job search/job preparedness services; direct placement

PARTICIPANT CHARACTERISTICS

(Enter the number of participants for each category)

TOTAL TO BE ENROLLED		60			
GENDER:	Male	3	TARGET GR C U P S	Single Adults 18-54	
	Female	57		Single Adults 55+	
	TOTAL	60		Parents w/children	60
RACE ETHNIC GROUP	African American	39		Veterans	
	Amer.Ind./Alask.Nat*			Disabled	5
	Asian/Pacific Islander*			Recovering from Addiction	50
	Hispanic	6			
	White*	12			
	Other	3			
	TOTAL	60			
* Not Hispanic					

PARTICIPANT ENROLLMENT SCHEDULE

(Enter cumulative figures)

MONTH	Total Enrolled	Total Employed	Total Other Positive Terms.	Non-Positive Terminations	Total Terminations
October 1996	4	0	0	0	0
November	10	0	0	0	0
December	16	0	0	0	0
January 1997	22	0	0	0	0
February	28	3	0	0	3
March	34	6	0	0	6
April	40	12	1	0	13
May	46	18	3	0	21
June	52	24	5	3	32
July	58	32	7	6	45
August	60	36	8	9	53
September	60	39	9	12	60

## PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

## INITIAL DETERMINATION OF RESPONSIBILITY

PROPOSER: Jewish Vocational & Career Counseling Service1. Are you incorporated?..... Yes ☒ No ☐If Yes, date incorporated: March 29, 19742. Tax Status: For Profit ☐ Not For-Profit ☒ State of Incorporation: \_\_\_\_\_3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal?..... Yes ☒ No ☐If No, have you ever been refused bonding?..... Yes ☐ No ☐

If Yes, please explain: \_\_\_\_\_

4. When was your last audit performed? FY 94/95 Who performed the audit? Good & Fowler

If you have not been audited during the past two years, please explain: \_\_\_\_\_

5. Do you retain outside accounting services other than a CPA firm?..... Yes ☐ No ☒

6. List the major sources of your agency funding within the past three (3) years:

Sources:	Amounts:	Years:
<u>Jewish Community Federation</u>	<u>\$ 3,359,150</u>	<u>93/94-95/96</u>
<u>Calif. Department of Rehabilitation</u>	<u>\$ 1,041,768</u>	<u>93/94-95/96</u>
<u>Mayor's Office of Children Youth &amp; Families</u>	<u>\$ 940,708</u>	<u>93/94-95/96</u>

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
<u>President</u>	<u>Martin S. Schenker</u>	<u>650 California St., SF, CA 9410</u>
<u>Vice President</u>	<u>Gary Goddard</u>	<u>525 Market St., #2200, SF CA 941</u>
<u>Treasurer</u>	<u>Jeff Graff</u>	<u>601 Montgomery St., SF, CA 9411</u>

8. Number of Directors on your governing Board: 25 How frequently does your Board meet?: 6 times/yHave any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes ☐ No ☒

If Yes, please explain: \_\_\_\_\_

9. Has your Board specifically agreed to sponsor this proposed program?..... Yes ☒ No ☐If Yes, please give date of approval: June 26, 1996

If No, please explain: \_\_\_\_\_

10. If you are proposing an occupational classroom or a vocational training program, is the program approved by the Council for Private Post-Secondary and Vocational Education?..... Yes ☐ No ☐

If Yes, please attach current copy of your approval.

If No, please explain: \_\_\_\_\_

11. Has a "Handicapped Accessibility Assessment" been performed at your facility?..... Yes ☒ No ☐If Yes, date: 5/2/95 By whom was the assessment performed? CA Department of Rehab.

12. Was your facility found to be accessible to the:

mobile-impaired?..... Yes ☒ No ☐hearing-impaired?..... Yes ☒ No ☐visually-impaired?..... Yes ☒ No ☐

13. Will your proposed program be accessible to the:

mobile-impaired?..... Yes ☒ No ☐hearing-impaired?..... Yes ☒ No ☐visually-impaired?..... Yes ☒ No ☐If No to any of the above, do you plan to make the needed modifications?..... Yes ☐ No ☐

To the best of my knowledge and belief, the information provided in this initial determination of responsibility is true and correct.

Abby Snay, Executive Director

Program Director (Typed)

Martin S. Schenker, Board President

Board Chairperson (Typed)

Kim Mazzuca, Assistant Executive Director

Signature

HEC 125 Rev. 07/17/96

## HOMELESS EMPLOYMENT COLLABORATIVE PROPOSAL SELECTION CRITERIA

PROPOSER: SAN FRANCISCO VOCATIONAL SERVICES

PROPOSAL #11

\$ REQUESTED: \$38,037

TRAINING ACTIVITY: OCC. CLASSROOM TRNG./BASIC RED. ED.

1. <i>Recruitment Assessment and Selection of Program Participants:</i> Identify collaborators that will insure enrollment; describe role of each collaborator, including MOUs; describe methods to assess participants, and criteria to be used for selecting who will be enrolled?.....	10 pts.	9
2. <i>Program Design:</i> Summarize the training program including the training activities, length of training in weeks and hours per week, training curriculum, and measurements used to determine successful completion of training. What are unique aspects of the program? How does program address basic needs and employment needs of the homeless?.....	10 pts.	10
3. <i>Program Goals and Objectives:</i> How many total participants enrolled with funds requested? How many will complete program after enrollment? How many will be placed into jobs? What positive terminations, other than placements, and how many, are projected? What is minimum amount of funds to make it feasible to operate a HEC program?.....	20 pts	16
4. <i>Program Fixed-Unit Price:</i> What is fixed unit price per positive termination? What is proposed placement rate and positive termination rate? What is proposed minimum wage at placement? If using other funds, in-kind or cash, to supplement the HEC funds, what is the amount of other funds?.....	20 pts	16
5. <i>Agency Capability/Track Record:</i> History providing services to homeless, employment and training services in SF, and providing case management to people in need. How many full time employees does agency have and how many would be working on proposed program and what would be their functions in the program? Provide an organizational chart indicating the lines of responsibility for the program.....	15 pts.	14
6. <i>Client Profile:</i> Profile of the homeless population to be recruited in terms of gender, age, race/ethnicity, disability, veteran status, and living situation. Who among the homeless will be targeted? What are the characteristics of the participants program is designed to serve? Prioritize support services that clients will need to complete program.....	10 pts.	9
7. <i>Job Development, Placement, and Coordination:</i> Strategies for contacting employers, connecting participants with employers. If you plan to refer participants to other training programs, identify them and explain how you will coordinate with them to continue employment services to clients. If participants are to be placed in certain kinds of jobs or industries, what are they and how does proponent demonstrate that these are real jobs for those who complete program?.....	10 pts.	7
8. <i>Retention, Tracking, and Evaluation:</i> Describe how agencies in the collaboration will provide services to participants who are placed, to insure they will be retained on the job. How will proponent keep in contact with participants after they complete program and for how long? How will proponent evaluate program, and measure whether program is successful?.....	5 pts.	4
<b>TOTAL</b>		<b>85</b>

## COMMENTS:

This proposal is **recommended** for funding in the amount of \$38,037, the total amount requested.

San Francisco Vocational Services (SFVS) is proposing an Occupational Classroom Training and Basic Remedial Education (OCT/BRE) program for 20 participants all of whom are disabled. This is a new program for SFVS with the PIC.

SFVS submitted a very thorough and detailed proposal. It has a proven program design with strong placement and retention components.

The agency should have no problem recruiting the disabled homeless and has a good track record with this population.





## PROGRAM SUMMARY

1. PROPOSER: San Francisco Vocational Services PROPOSAL NO.: 11  
 ADDRESS: 500 Howard Street, Suite 304 DATE: 8/9/96  
San Francisco, CA ZIP CODE: 94105-3000  
 DIRECTOR: Craig King TELEPHONE: (415) 512-9500 x304
2. TOTAL AMOUNT OF HEC FUNDING REQUESTED (from Page 2, #9)..... \$ 38,037.00
3. FIXED UNIT PRICE PER PLACEMENT and/or POSITIVE TERMINATION (from Page 2, #10)..... \$ 3,169.75
4. PROPOSAL SUMMARY. Please summarize the overall design of your training program and quantify your objectives in the space provided below.

This program will provide individually-customized training to meet the varied needs of the homeless disabled population through a comprehensive program of occupational classroom training in business office skills coupled with basic skills remediation. *Participants will also concurrently receive 20 weeks of paid, industry-based business office work experience through our Transitional Employment Program.* All of the components are currently offered by San Francisco Vocational Services through various sources of funding to homeless disabled persons. Many of these services will be contributed through matching funds to enable a substantial amount of training for a very modest cost per participant.

San Francisco Vocational Services will recruit participants through its active collaborations with many supported housing and residential treatment/rehabilitation providers for disabled, homeless persons with mental and physical illness, and drug and alcohol problems.

Participants will prepare for the rigors of real-world, work experience through a one week full-time (27.5 hours) program of pre-training assessment, followed by two weeks (55 hours) of introductory skill building in business office practices. The next 20 week phase, also full-time, includes a combined program of paid (\$6.59 per hour) work experience (400 hours), and individualized, business office occupational classroom training, including remedial education, as needed (200 hours.) Thus, over a 23 week period, participants will receive a total of 682.5 hours of assessment, skill training and work experience.

SFVS will enroll 20 disabled, homeless persons, at least 12 of whom will successfully complete the combined training program of occupational classroom training, basic remedial education and work experience (i.e., a 60% "positive termination rate" for attainment of employment competencies.) At least 8 persons will be placed in entry level clerical jobs earning \$6.25 per hour or more, yielding a "placement rate" of at least 40%. Targeted jobs include Hotel/Desk Clerks; Receptionists and Information Clerks; Stock Clerks; Stockroom, Warehouse, Storage Yard, Traffic; Shipping and Receiving Clerks; Data Entry Keyers.



5. TRAINING TECHNOLOGY (Activity) Please check the one box that best describes this proposed program.

- ☐ Occupational Classroom Training (OCT)      ☐ On-the-Job Training (OJT)  
☐ Occupational Classroom Training with English as a Second Language (OCT/ESL)      ☐ Job Search/Job. Prep. Training & Direct Placement (DP)  
☒ Occupational Classroom Training with Basic Remedial Education (OCT/BRE) and Work Experience      ☐ Individual Referral (IR)

6. NUMBER TO BE ENROLLED ..... 20      10. FIXED UNIT PRICE (#9/ #8+#7)..... \$ 3,169.75  
7. TOTAL TO BE PLACED..... 8      11. PLACEMENT RATE (#7/#6 x 100)..... 40 %  
8. TOTAL OTHER POSITIVE TERMS..... 4      12. POSITIVE TERM. RATE (#7+#8/#6 x 100)..... 60 %  
9. TOTAL DOLLARS REQUESTED ..... \$ 38,037.00

For the purpose of the initial subcontract selection only. The executed total subcontract will be based upon units of program performance other than just placement. Those units, and their fixed unit prices, will be determined through subcontract negotiations once proposed subcontracts have been selected. Do not budget Participant Support Services.

13. ENTRY REQUIREMENTS: Describe the ages, education levels, entry skills, and general employment barriers of the individuals you plan to enroll into your program. including lower

Functional educational level at entry: Minimum 5th grade overall TABE score; BRE students subtest for

Job skills at entry: Many enrollees will require basic remedial education (TABE subtest scores below 6th grade). Most will have minimal to no recent positive work history. All will lack current competitive business office skills.

Barriers to employment at entry: 100% disabled and homeless adults, including persons with multiple disabilities: 50% with physical disabilities. All will be currently enrolled in residential treatment/supported housing programs.

14. COMPETENCY TESTING: Indicate the pre- and post-test instruments you will use to determine participant improvement.

For Basic Remedial Education, students will be pre & post tested on TABE math computation, language mechanics, and language expression, as appropriate. In Occupational Classroom training, students will pre & post test on instructor-designed competency tests for each specific skill area.

15. EXIT ACHIEVEMENTS: Describe the skills to be achieved by the participants in your program.

Improvement in basic skills: Minimum increase of 1 grade level per subject area.

Job skills: All students will achieve minimum competencies in keyboarding (30= wpm), 10 key (125- spm), and Workprocessing. Depending on individual course of study, will also achieve competencies (85% or greater on post test score), in Customer Service, Filing, Electronic Spreadsheets, Production Typing, Recordkeeping, Data Entry, and Windows.

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

PARTICIPANT CHARACTERISTICS AND ENROLLMENT SCHEDULE

SUBCONTRACTOR: San Francisco Vocational Services

PROGRAM ACTIVITY: Occupational Classroom Training and Basic Remedial Education, and Work Experience

PARTICIPANT CHARACTERISTICS

(Enter the number of participants for each category)

TOTAL TO BE ENROLLED		20			
GENDER:	Male	8	TARGET GROUPS	Single Adults 18-54	18
	Female	12		Single Adults 55+	2
	TOTAL	20		Parents w/children	4
RACE ETHNIC GROUP	African American	7		Veterans	2
	Amer.Ind./Alask.Nat*			Disabled	20
	Asian/Pacific Islander*	3		Recovering from Addiction	10
	Hispanic	3			
	White*	7			
	Other				
	TOTAL	20			
* Not Hispanic					

\* Not Hispanic

PARTICIPANT ENROLLMENT SCHEDULE

(Enter cumulative figures)

MONTH	Total Enrolled	Total Employed	Total Other Positive Terms.	Non-Positive Terminations	Total Terminations
October 1996	1				
November	2				
December	4				
January 1997	6			1	1
February	9			2	2
March	12			2	2
April	15	1		3	4
May	20	2		4	6
June	20	3	1	4	8
July	20	4	2	5	11
August	20	5	3	6	14
September	20	8	4	8	20

## PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

## INITIAL DETERMINATION OF RESPONSIBILITY

PROPOSER: Rehabilitation Services of Northern California/ San Francisco Vocational Service

1. Are you incorporated?.....Yes ☒ No ☐  
 If Yes, date incorporated: September 14, 1949
2. Tax Status: For Profit ☐ Not For-Profit ☒ State of Incorporation: California
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal?.....Yes ☐ No ☒  
 If No, have you ever been refused bonding?.....Yes ☐ No ☒  
 If Yes, please explain: \_\_\_\_\_
4. When was your last audit performed? 8/95 Who performed the audit? Blanding, Boyer & Rockwell  
 If you have not been audited during the past two years, please explain: \_\_\_\_\_
5. Do you retain outside accounting services other than a CPA firm?.....Yes ☐ No ☒

6. List the major sources of your agency funding within the past three (3) years:

Sources:	Amounts:	Years:
<u>Dept. of Rehab. Fed. &amp; Co./Local</u>	<u>\$ 1,714,748</u>	<u>1995/1996</u>
<u>Dept. of Rehab. Fed. &amp; Co./Local</u>	<u>\$ 1,810,190</u>	<u>1994/1995</u>
<u>Dept. of Rehab. Fed. &amp; Co./Local</u>	<u>\$ 1,783,968</u>	<u>1993/1994</u>

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
<u>Chair person</u>	<u>Margaret K. McCarthy</u>	<u>2627 Clay St. San Francisco, CA</u>
<u>Treasurer</u>	<u>Tom Westoby</u>	<u>800 S. Alta, Gonzalez, CA</u>
<u>Secretary</u>	<u>Nancy Schnider</u>	<u>141 N. Civic Dr., Walnut Creek, CA</u>

8. Number of Directors on your governing Board
- 14
- How frequently does your Board meet?
- Quarterly

Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes ☐ No ☒

If Yes, please explain: \_\_\_\_\_

9. Has your Board specifically agreed to sponsor this proposed program?.....Yes
- ☒
- No
- ☐

If Yes, please give date of approval: Resolution adopted July 17, 1996

If No, please explain: \_\_\_\_\_

10. If you are proposing an occupational classroom or a vocational training program, is the program approved by the Council for Private Post-Secondary and Vocational Education?.....Yes
- ☐
- No
- ☐

If Yes, please attach current copy of your approval.

If No, please explain: \_\_\_\_\_

11. Has a "Handicapped Accessibility Assessment" been performed at your facility?.....Yes
- ☒
- No
- ☐

If Yes, date: \_\_\_\_\_ By whom was the assessment performed? Sululagi Palega

12. Was your facility found to be accessible to the: 13. Will your proposed program be accessible to the:

mobile-impaired?.....Yes ☒ No ☐ mobile-impaired?.....Yes ☒ No ☐hearing-impaired?.....Yes ☒ No ☐ hearing-impaired?.....Yes ☒ No ☐visually-impaired?.....Yes ☒ No ☐ visually-impaired?.....Yes ☒ No ☐If No to any of the above, do you plan to make the needed modifications?.....Yes ☐ No ☐

To the best of my knowledge and belief, the information provided in this Initial determination of responsibility is true and correct.

Craig King

Program Director (Typed)

Margaret K. McCarthy

Board Chairperson (Typed)

Craig King  
Signature

Margaret K. McCarthy  
Signature

HEC 125 Rev. 07/17/98

## HOMELESS EMPLOYMENT COLLABORATIVE PROPOSAL SELECTION CRITERIA

PROPOSER: SWORDS TO PLOWSHARES

PROPOSAL #12

\$ REQUESTED: \$90,750

TRAINING ACTIVITY: ON THE JOB TRAINING

1. *Recruitment Assessment and Selection of Program Participants:* Identify collaborators that will insure enrollment; describe role of each collaborator, including MOUs; describe methods to assess participants, and criteria to be used for selecting who will be enrolled?.....10 pts. 8
2. *Program Design:* Summarize the training program including the training activities, length of training in weeks and hours per week, training curriculum, and measurements used to determine successful completion of training. What are unique aspects of the program? How does program address basic needs and employment needs of the homeless?.....10 pts. 6
3. *Program Goals and Objectives:* How many total participants enrolled with funds requested? How many will complete program after enrollment? How many will be placed into jobs? What positive terminations, other than placements, and how many, are projected? What is minimum amount of funds to make it feasible to operate a HEC program?.....20 pts 15
4. *Program Fixed-Unit Price:* What is fixed unit price per positive termination? What is proposed placement rate and positive termination rate? What is proposed minimum wage at placement? If using other funds, in-kind or cash, to supplement the HEC funds, what is the amount of other funds?.....20 pts 16
5. *Agency Capability/Track Record:* History providing services to homeless, employment and training services in SF, and providing case management to people in need. How many full time employees does agency have and how many would be working on proposed program and what would be their functions in the program? Provide an organizational chart indicating the lines of responsibility for the program.....15 pts. 14
6. *Client Profile:* Profile of the homeless population to be recruited in terms of gender, age, race/ethnicity, disability, veteran status, and living situation. Who among the homeless will be targeted? What are the characteristics of the participants program is designed to serve? Prioritize support services that clients will need to complete program.....10 pts. 10
7. *Job Development, Placement, and Coordination:* Strategies for contacting employers, connecting participants with employers. If you plan to refer participants to other training programs, identify them and explain how you will coordinate with them to continue employment services to clients. If participants are to be placed in certain kinds of jobs or industries, what are they and how does proponent demonstrate that these are real jobs for those who complete program?.....10 pts. 6
8. *Retention, Tracking, and Evaluation:* Describe how agencies in the collaboration will provide services to participants who are placed, to insure they will be retained on the job. How will proponent keep in contact with participants after they complete program and for how long? How will proponent evaluate program, and measure whether program is successful?.....5 pts. 4

TOTAL 79

## COMMENTS:

This proposal is **recommended** for funding in the amount of \$82,500, which is 91% of the total amount requested.

Swords to Plowshares (STP) proposes an On the Job Training (OJT) program for 50 participants, all of whom are veterans. Because there is not enough money to fund STP at the full amount requested, we are recommending that their service level be reduced to 45.

STP's fixed unit price of \$2,750 is a reasonable price for an OJT program. This program has been operated successfully by STP for many years. They should have no problem recruiting homeless veterans.

STP's track record in placing veterans is good and they plan to provide comprehensive follow-up services to ensure retention on the job after placement.

More detail on the kind of jobs STP develops for its clients and the industries it works with, would have been helpful. Examples of past OJT's would have helped the task force evaluate the quality of placements proposed.



## PROGRAM SUMMARY

1. PROPONENT: Swords To Plowshares PROPOSAL NO.: 12  
 ADDRESS: 995 Market St. 3rd Floor DATE: 8/9/96  
San Francisco, CA 94103 ZIP CODE: 94103  
 DIRECTOR: Michael Blecker TELEPHONE: 415 247-8777
2. TOTAL AMOUNT OF HEC FUNDING REQUESTED (from Page 2, #9).....\$ 90,750
3. FIXED UNIT PRICE PER PLACEMENT and/or POSITIVE TERMINATION (from Page 2, #10).....\$ 2,750
4. PROPOSAL SUMMARY. Please summarize the overall design of your training program and quantify your objectives in the space provided below.

Swords To Plowshares is proposing to operate an OJT program for 50 homeless veterans, a majority of whom will be Black males. The OJT design is especially appropriate for this population because 1)it recognizes participants' need for immediate wages, 2)their extensive life experience and age which make it difficult for most to accommodate formal classroom training, and 3)OJT can accommodate the range of vocational choices and skills represented in this group.

Swords' mission has always been to "serve the whole veteran." We bring other resources and programs to support and complement the HEC program, allowing for a continuum of services and an ability to serve clients both before and beyond the time constraints of the program.

Other resources include counseling, housing, specialized legal services, complementary employment services, and long and strong relationships with other service providers for needed services.

Swords' staff hold leadership positions with local and national entities representing services to homeless people, homeless veterans, and veterans.



5. TRAINING TECHNOLOGY (Activity) Please check the one box that best describes this proposed program.

- ☐ Occupational Classroom Training (OCT)
- ☐ Occupational Classroom Training with English as a Second Language (OCT/ESL)
- ☐ Occupational Classroom Training with Basic Remedial Education (OCT/BRE)

- ☒ On-the-Job Training (OJT)
- ☐ Job Search/Job. Prep. Training & Direct Placement (DP)
- ☐ Individual Referral (IR)

6. NUMBER TO BE ENROLLED ..... 50
7. TOTAL TO BE PLACED ..... 33
8. TOTAL OTHER POSITIVE TERMS ..... 0
9. TOTAL DOLLARS REQUESTED ..... \$ 90,750.
10. FIXED UNIT PRICE (#9/#8+#7) ..... \$2,750.
11. PLACEMENT RATE (#7/#6 x 100) ..... 66 %
12. POSITIVE TERM. RATE (#7+#8/#6 x 100) ..... 66 %

For the purpose of the initial subcontract selection only. The executed total subcontract will be based upon units of program performance other than just placement. Those units, and their fixed unit prices, will be determined through subcontract negotiations once proposed subcontracts have been selected. Do not budget Participant Support Services.

13. ENTRY REQUIREMENTS: Describe the ages, education levels, entry skills, and general employment barriers of the individuals you plan to enroll into your program.

Functional educational level at entry: No educational pre-requisite.

Job skills at entry: Minimum skills required.

Barriers to employment at entry: Homeless plus 38% of participants will be recovered or recovering from addiction. Seven (7%) percent will also be disabled.

14. COMPETENCY TESTING: Indicate the pre- and post-test instruments you will use to determine participant improvement.

Participant improvement will be measured by his/her ability to complete OJT training program and to retain employment after expiration of training.

15. EXIT ACHIEVEMENTS: Describe the skills to be achieved by the participants in your program.

Improvement in basic skills: N/A

Job skills: Completion of On-the-Job Training program as outlined by employer.

## PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

## PARTICIPANT CHARACTERISTICS AND ENROLLMENT SCHEDULE

SUBCONTRACTOR: SWORD TO PLOWSHARESPROGRAM ACTIVITY: On-the-Job Training

## PARTICIPANT CHARACTERISTICS

(Enter the number of participants for each category)

TOTAL TO BE ENROLLED																	
GENDER:	Male	48															
	Female	2															
	TOTAL	50															
RACE ETHNIC GROUP	African American	27	<table border="1"> <thead> <tr> <th>TARGET GROUPS</th> <th></th> </tr> </thead> <tbody> <tr> <td>Single Adults 18-54</td> <td>50</td> </tr> <tr> <td>Single Adults 55+</td> <td></td> </tr> <tr> <td>Parents w/children</td> <td></td> </tr> <tr> <td>Veterans</td> <td>50</td> </tr> <tr> <td>Disabled</td> <td>4</td> </tr> <tr> <td>Recovering from Addiction</td> <td>19</td> </tr> </tbody> </table>	TARGET GROUPS		Single Adults 18-54	50	Single Adults 55+		Parents w/children		Veterans	50	Disabled	4	Recovering from Addiction	19
	TARGET GROUPS																
	Single Adults 18-54	50															
	Single Adults 55+																
	Parents w/children																
	Veterans	50															
	Disabled	4															
	Recovering from Addiction	19															
Amer.Ind./Alask.Nat*																	
Asian/Pacific Islander*																	
Hispanic	4																
White*	19																
Other																	
TOTAL	50																

\* Not Hispanic

## PARTICIPANT ENROLLMENT SCHEDULE

(Enter cumulative figures)

MONTH	Total Enrolled	Total Employed	Total Other Positive Terms.	Non-Positive Terminations	Total Terminations
October 1996	4				
November	8			1	1
December	12	2		1	3
January 1997	15	5		2	7
February	20	7		3	10
March	24	13		5	18
April	30	15		7	22
May	35	18		9	27
June	40	22		11	31
July	45	25		13	38
August	48	30		15	45
September	50	33		17	50



## PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

## INITIAL DETERMINATION OF RESPONSIBILITY

SUBCONTRACTOR: Swords to Plowshares

1. Are you incorporated? Yes ☒ No ☐  
If Yes, date incorporated: 12/23/74
2. Tax Status: For Profit Not For-Profit: ☒ State of Incorporation: California
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal? Yes ☒ No ☐  
If No, have you ever been refused bonding? Yes ☐ No ☐  
If Yes, please explain: \_\_\_\_\_
4. When was your last audit performed? 6/30/95 Who performed the audit? Bedinger & Co  
If you have not been audited during the past two years, please explain: \_\_\_\_\_
5. Do you retain outside accounting services other than a CPA firm? Yes ☐ No ☒
6. List the major sources of your agency funding within the past three (3) years:  

Sources:	Amounts:	Years:
<u>Community Mental Health</u>	<u>\$ 194,833</u>	<u>1986-Present</u>
<u>VA-THP</u>	<u>\$ 208,332</u>	<u>1988-Present</u>
<u>HUD-SHP</u>	<u>\$ 236,863</u>	<u>1995-Present</u>
7. List the three principal officers presently on your governing board:  

Title:	Name:	Address:
<u>President</u>	<u>Chris Kanios</u>	<u>80 Murray Ave., Kentfield, CA 9490</u>
<u>Treasurer</u>	<u>Joe Wilson</u>	<u>2222 22nd Ave., S.F., CA 94116</u>
<u>Secretary</u>	<u>Rick Houlberg</u>	<u>4150 Army St., S.F., CA 94131</u>
8. Number of Directors on your governing Board: 8 How frequently does your Board meet?: Monthly  
Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes ☐ No ☒  
If Yes, please explain: \_\_\_\_\_
9. Has your Board specifically agreed to sponsor this proposed program? Yes ☒ No ☐  
If Yes, please give date of approval: 7/25/96  
If No, please explain: \_\_\_\_\_
10. If you are proposing an occupational classroom or a vocational training program, is the program certified N/A  
by the Council for Private Post-Secondary and Vocational Education? Yes ☐ No ☐  
If Yes, please attach current copy of your approval.  
If No, please explain: \_\_\_\_\_
11. Has a "Handicapped Accessibility Assessment" been performed at your facility? Yes ☒ No ☐  
If Yes, date: 12/6/94 By whom was the assessment performed? Asian Neighborhood Design
12. Was your facility found to be accessible to the:  
mobile-impaired? Yes ☐ No ☒  
hearing-impaired? Yes ☐ No ☒  
visually-impaired? Yes ☐ No ☒
13. Will your proposed program be accessible to the:  
mobile-impaired? Yes ☒ No ☐  
hearing-impaired? Yes ☐ No ☒  
visually-impaired? Yes ☒ No ☐
- If No to any of the above, do you plan to make the needed modifications? Yes ☐ No ☒

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IN THIS INITIAL DETERMINATION OF RESPONSIBILITY IS TRUE AND CORRECT.

Michael Blecker

Program Director (Typed)

Chris Kanios

Board Chairperson (Typed)

Michael Blecker

Signature

Chris Kanios

Signature

# HOMELESS EMPLOYMENT COLLABORATIVE PROPOSAL SELECTION CRITERIA

PROPOSER: **HAIGHT ASHBURY FOOD PROGRAM**

PROPOSAL #13

\$ REQUESTED: **\$22,000**

TRAINING ACTIVITY: **OCCUPATIONAL CLASSROOM TRAINING**

1. <i>Recruitment Assessment and Selection of Program Participants:</i> Identify collaborators that will insure enrollment; describe role of each collaborator, including MOUs; describe methods to assess participants, and criteria to be used for selecting who will be enrolled?.....	10 pts.	6
2. <i>Program Design:</i> Summarize the training program including the training activities, length of training in weeks and hours per week, training curriculum, and measurements used to determine successful completion of training. What are unique aspects of the program? How does program address basic needs and employment needs of the homeless?.....	10 pts.	6
3. <i>Program Goals and Objectives:</i> How many total participants enrolled with funds requested? How many will complete program after enrollment? How many will be placed into jobs? What positive terminations, other than placements, and how many, are projected? What is minimum amount of funds to make it feasible to operate a HEC program?.....	20 pts	15
4. <i>Program Fixed-Unit Price:</i> What is fixed unit price per positive termination? What is proposed placement rate and positive termination rate? What is proposed minimum wage at placement? If using other funds, in-kind or cash, to supplement the HEC funds, what is the amount of other funds?.....	20 pts	18
5. <i>Agency Capability/Track Record:</i> History providing services to homeless, employment and training services in SF, and providing case management to people in need. How many full time employees does agency have and how many would be working on proposed program and what would be their functions in the program? Provide an organizational chart indicating the lines of responsibility for the program.....	15 pts.	5
6. <i>Client Profile:</i> Profile of the homeless population to be recruited in terms of gender, age, race/ethnicity, disability, veteran status, and living situation. Who among the homeless will be targeted? What are the characteristics of the participants program is designed to serve? Prioritize support services that clients will need to complete program.....	10 pts.	6
7. <i>Job Development, Placement, and Coordination:</i> Strategies for contacting employers, connecting participants with employers. If you plan to refer participants to other training programs, identify them and explain how you will coordinate with them to continue employment services to clients. If participants are to be placed in certain kinds of jobs or industries, what are they and how does proponent demonstrate that these are real jobs for those who complete program?.....	10 pts.	7
8. <i>Retention, Tracking, and Evaluation:</i> Describe how agencies in the collaboration will provide services to participants who are placed, to insure they will be retained on the job. How will proponent keep in contact with participants after they complete program and for how long? How will proponent evaluate program, and measure whether program is successful?.....	5 pts.	4
<b>TOTAL</b>		<b>67</b>

## COMMENTS:

This proposal is **not recommended** for funding.

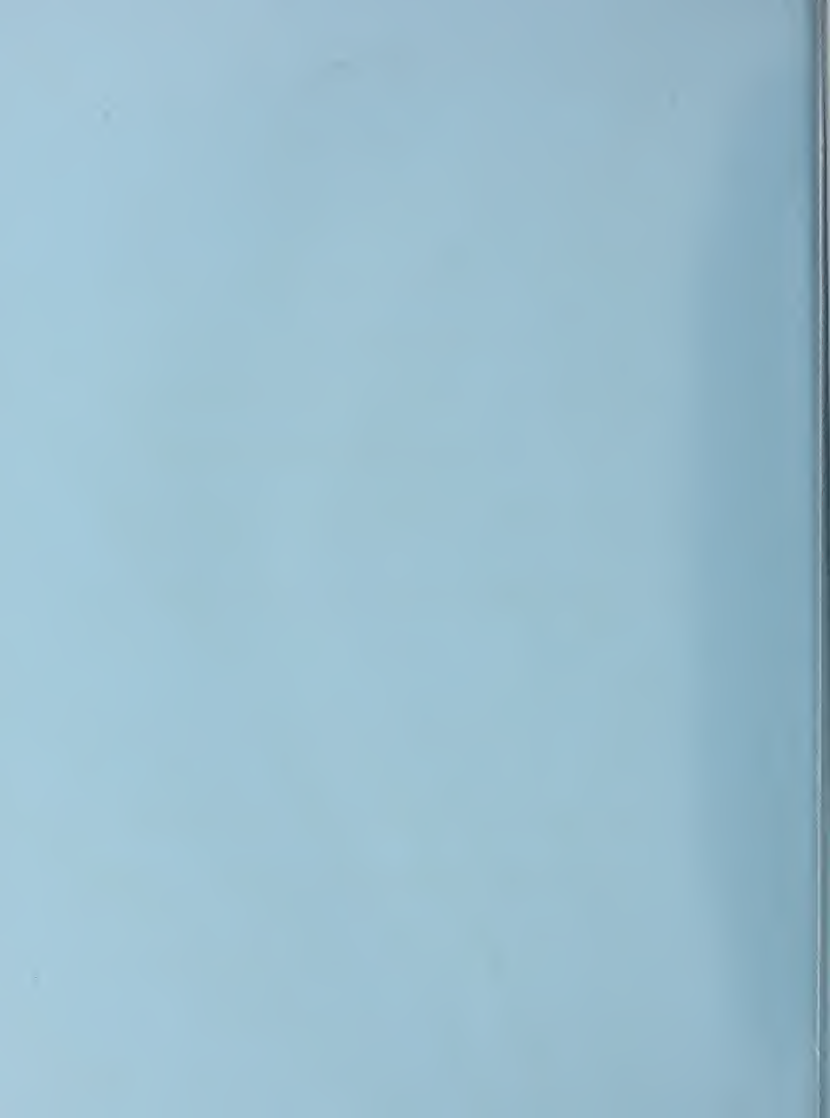
Haight Ashbury Food Program (HAFP) is requesting \$22,000 to provide Occupational Classroom Training (OCT) to train 30 participants for jobs in the food service industry.

The task force considered this a creative program but one which was not yet ready for funding.

The HAFP Board of Directors has not yet approved submission of the proposal. The agency has not yet been audited nor does it have approval from the Council for Private Postsecondary and Vocational Education which is required to operate an OCT program.

HAFP would recruit the homeless from Hamilton Family Centers and the Oak Street House and would use the money requested to hire a Chef/Instructor and a Job Developer. No curriculum was presented but HAFP will use one that has been used successfully in other parts of the country. The program included the lowest fixed unit price \$1,000 of all the proponents.

The task force recommends that HAFP start the program with other funds and return for funding in the future once it has a track record.



## PROGRAM SUMMARY

1. PROPONENT: Haight Ashbury Food Program PROPOSAL NO.: 13  
 ADDRESS: 1525 Waller St. DATE: 8-8-96  
San Francisco ZIP CODE: 94117  
 DIRECTOR: John Meehan TELEPHONE: 566-0366
2. TOTAL AMOUNT OF HEC FUNDING REQUESTED (from Page 2, #9)..... \$ 22,000.00
3. FIXED UNIT PRICE PER PLACEMENT and/or POSITIVE TERMINATION (from Page 2, #10)..... \$ 1,000.00
4. PROPOSAL SUMMARY. Please summarize the overall design of your training program and quantify your objectives in the space provided below.

We will provide training in the food service industry for homeless or at risk homeless people. We will enroll 30 students in 1997; we will hire a full time chef/teacher to instruct the trainees in basic food preparation. The teacher will use a 12 week curriculum in a classroom setting. In addition, the teacher/chef will demonstrate to the students how to apply their learning in our soup kitchen. The students' efforts will result in hot lunches for hundreds of hungry people; the students will learn how to apply their classroom knowledge in a real world kitchen. We will hire a full time job developer/ placement counselor who will market our service: entry level people trained in food service to potential employers in the Bay Area. In addition, the counselor will provide support services for the students such as resume writing, interview coaching, alcohol and drug counseling referral.

5. TRAINING TECHNOLOGY (Activity) Please check the one box that best describes this proposed program.

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Occupational Classroom Training (OCT)                            | <input type="checkbox"/> On-the-Job Training (OJT)                              |
| <input type="checkbox"/> Occupational Classroom Training with English as a Second Language (OCT/ESL) | <input type="checkbox"/> Job Search/Job. Prep. Training & Direct Placement (DP) |
| <input type="checkbox"/> Occupational Classroom Training with Basic Remedial Education (OCT/BRE)     | <input type="checkbox"/> Individual Referral (IR)                               |

- |                                    |                    |   |                    |
|------------------------------------|--------------------|---|--------------------|
| 6. NUMBER TO BE ENROLLED.....      | <u>30</u>          | 10. FIXED UNIT PRICE (#9/#8+#7).....          | <u>\$ 1,000.00</u> |
| 7. TOTAL TO BE PLACED.....         | <u>20</u>          | 11. PLACEMENT RATE (#7/#6 x 100).....         | <u>67 %</u>        |
| 8. TOTAL OTHER POSITIVE TERMS..... | <u>2</u>           | 12. POSITIVE TERM. RATE (#7+#8/#6 x 100)..... | <u>73 %</u>        |
| 9. TOTAL DOLLARS REQUESTED.....    | <u>\$22,000.00</u> |   |                    |

For the purpose of the initial subcontract selection only. The executed total subcontract will be based upon units of program performance other than just placement. Those units, and their fixed unit prices, will be determined through subcontract negotiations once proposed subcontracts have been selected. Do **not** budget Participant Support Services.

13. ENTRY REQUIREMENTS: Describe the ages, education levels, entry skills, and general employment barriers of the individuals you plan to enroll into your program.

Functional educational level at entry: 8th Grade

Job skills at entry: None

Barriers to employment at entry: Use of alcohol or illegal drugs

14. COMPETENCY TESTING: Indicate the pre- and post-test instruments you will use to determine participant improvement.

Entry: Basic reading and math

Exit: Final examination

15. EXIT ACHIEVEMENTS: Describe the skills to be achieved by the participants in your program.

Improvement in basic skills: Task completion, interpersonal

Job skills: Food preparation: Cooking, sanitary practices, recipes and measurements, food storage, baking.

## PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

## PARTICIPANT CHARACTERISTICS AND ENROLLMENT SCHEDULE

SUBCONTRACTOR: HAIGHT ASHBURY FOOD PROGRAMPROGRAM ACTIVITY: FOOD SERVICE TRAINING

## PARTICIPANT CHARACTERISTICS

(Enter the number of participants for each category)

TOTAL TO BE ENROLLED																	
GENDER:	Male	60	<table border="1"> <thead> <tr> <th>TARGET GROUPS</th> <th></th> </tr> </thead> <tbody> <tr> <td>Single Adults 18-54</td> <td>65</td> </tr> <tr> <td>Single Adults 55+</td> <td>5</td> </tr> <tr> <td>Parents w/children</td> <td>20</td> </tr> <tr> <td>Veterans</td> <td>30</td> </tr> <tr> <td>Disabled</td> <td>30</td> </tr> <tr> <td>Recovering from Addiction</td> <td>70</td> </tr> </tbody> </table>	TARGET GROUPS		Single Adults 18-54	65	Single Adults 55+	5	Parents w/children	20	Veterans	30	Disabled	30	Recovering from Addiction	70
	TARGET GROUPS																
	Single Adults 18-54	65															
Single Adults 55+	5																
Parents w/children	20																
Veterans	30																
Disabled	30																
Recovering from Addiction	70																
Female	40																
TOTAL	100																
RACE ETHNIC GROUP	African American	40															
	Amer.Ind./Alask.Nat*	1															
	Asian/Pacific Islander*	1															
	Hispanic	18															
	White*	40															
	Other																
	TOTAL	100															

\* Not Hispanic

## PARTICIPANT ENROLLMENT SCHEDULE

(Enter cumulative figures)

MONTH	Total Enrolled	Total Employed	Total Other Positive Terms	Non-Positive Terminations	Total Terminations
October 1996					
November					
December					
January 1997	8	6		2	2
February					
March					
April	10	7	1	2	3
May					
June					
July	12	9	2	1	3
August					
September					

## PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

## INITIAL DETERMINATION OF RESPONSIBILITY

PROPOSER: HAIGHT ASHBURY FOOD PROGRAM

1. Are you incorporated?..... Yes ☒ No ☐  
If Yes, date incorporated: July 3, 1987
2. Tax Status: For Profit ☐ Not For-Profit ☒ State of Incorporation: California
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal?..... Yes ☐ No ☒  
If No, have you ever been refused bonding?..... Yes ☐ No ☒  
If Yes, please explain: \_\_\_\_\_
4. When was your last audit performed? n/a Who performed the audit? \_\_\_\_\_  
If you have not been audited during the past two years, please explain: not required by funders
5. Do you retain outside accounting services other than a CPA firm?..... Yes ☐ No ☒
6. List the major sources of your agency funding within the past three (3) years:  

Sources:	Amounts:	Years:
<u>Foundations</u>	<u>\$ 50,000</u>	<u>1993, 1994, 1995</u>
<u>Holiday Direct Mail</u>	<u>\$ 25,000</u>	<u>1993, 1994, 1995</u>
<u>Annual Dinner Benefit</u>	<u>\$ 15,000</u>	<u>1993, 1994, 1995</u>
7. List the three principal officers presently on your governing board:  

Title:	Name:	Address:
<u>Chairperson</u>	<u>Joy Maulitz</u>	<u>1211 Stanyan, S.F.</u>
<u>Finance Comm.</u>	<u>Edward Steinman</u>	<u>465 Roosevelt Way, S.F.</u>
<u>Secretary</u>	<u>Derek Brown</u>	<u>1695 Northpoint, S.F.</u>
8. Number of Directors on your governing Board: 22 How frequently does your Board meet?: once a month  
Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes ☐ No ☒  
If Yes, please explain: \_\_\_\_\_
9. Has your Board specifically agreed to sponsor this proposed program?..... Yes ☐ No ☒  
If Yes, please give date of approval: \_\_\_\_\_  
If No, please explain: Set to decide August 28, 1996
10. If you are proposing an occupational classroom or a vocational training program, is the program approved by the Council for Private Post-Secondary and Vocational Education?..... Yes ☐ No ☒  
If Yes, please attach current copy of your approval.  
If No, please explain: We haven't started the project yet
11. Has a "Handicapped Accessibility Assessment" been performed at your facility?..... Yes ☒ No ☐  
If Yes, date: 1989 By whom was the assessment performed? City of San Francisco
12. Was your facility found to be accessible to the:  
mobile-impaired?..... Yes ☒ No ☐  
hearing-impaired?..... Yes ☐ No ☐  
visually-impaired?..... Yes ☐ No ☐
13. Will your proposed program be accessible to the:  
mobile-impaired?..... Yes ☒ No ☐  
hearing-impaired?..... Yes ☐ No ☐  
visually-impaired?..... Yes ☐ No ☐  
If No to any of the above, do you plan to make the needed modifications?..... Yes ☐ No ☐

To the best of my knowledge and belief, the information provided in this initial determination of responsibility is true and correct.

John Meehan

Program Director (Typed)

Joy Maulitz

Board Chairperson (Typed)

Signature

Signature



## HOMELESS EMPLOYMENT COLLABORATIVE PROPOSAL SELECTION CRITERIA

PROPOSER: CENTER FOR EMPLOYMENT TRAINING

PROPOSAL #14

\$ REQUESTED: \$77,775

TRAINING ACTIVITY: OCCUPATIONAL CLASSROOM TRAINING

1. <i>Recruitment Assessment and Selection of Program Participants:</i> Identify collaborators that will insure enrollment; describe role of each collaborator, including MOUs; describe methods to assess participants, and criteria to be used for selecting who will be enrolled?.....	10 pts.	8
2. <i>Program Design:</i> Summarize the training program including the training activities, length of training in weeks and hours per week, training curriculum, and measurements used to determine successful completion of training. What are unique aspects of the program? How does program address basic needs and employment needs of the homeless?.....	10 pts.	8
3. <i>Program Goals and Objectives:</i> How many total participants enrolled with funds requested? How many will complete program after enrollment? How many will be placed into jobs? What positive terminations, other than placements, and how many, are projected? What is minimum amount of funds to make it feasible to operate a HEC program?.....	20 pts	12
4. <i>Program Fixed-Unit Price:</i> What is fixed unit price per positive termination? What is proposed placement rate and positive termination rate? What is proposed minimum wage at placement? If using other funds, in-kind or cash, to supplement the HEC funds, what is the amount of other funds?.....	20 pts	9
5. <i>Agency Capability/Track Record:</i> History providing services to homeless, employment and training services in SF, and providing case management to people in need. How many full time employees does agency have and how many would be working on proposed program and what would be their functions in the program? Provide an organizational chart indicating the lines of responsibility for the program.....	15 pts.	12
6. <i>Client Profile:</i> Profile of the homeless population to be recruited in terms of gender, age, race/ethnicity, disability, veteran status, and living situation. Who among the homeless will be targeted? What are the characteristics of the participants program is designed to serve? Prioritize support services that clients will need to complete program.....	10 pts.	8
7. <i>Job Development, Placement, and Coordination:</i> Strategies for contacting employers, connecting participants with employers. If you plan to refer participants to other training programs, identify them and explain how you will coordinate with them to continue employment services to clients. If participants are to be placed in certain kinds of jobs or industries, what are they and how does proponent demonstrate that these are real jobs for those who complete program?.....	10 pts.	7
8. <i>Retention, Tracking, and Evaluation:</i> Describe how agencies in the collaboration will provide services to participants who are placed, to insure they will be retained on the job. How will proponent keep in contact with participants after they complete program and for how long? How will proponent evaluate program, and measure whether program is successful?.....	5 pts.	4
<b>TOTAL</b>		<b>68</b>

## COMMENTS:

This proposal is **not recommended** for funding.

Center for Employment Training (CET) is requesting \$77,775 to provide an Occupational Classroom Training (OCT) program to train 15 participants for jobs in building maintenance.

The task force's primary problem with this proposal was the high fixed unit price per positive outcome proposed of \$5,983.

The proposal was well written, comprehensive and realistic. It is an established program for the economically disadvantaged.

CET would recruit homeless for this program from St. Anthony's and the SF Housing Authority Self Sufficiency program.

CET's proposed minimum wage of \$7.50/hr was the highest proposed of all proponents.





## PROGRAM SUMMARY

1. PROPONENT: Center for Employment Training PROPOSAL NO.: 14  
 ADDRESS: 1727 Mission Street DATE: August 9, 1996  
San Francisco, CA ZIP CODE: 94103  
 DIRECTOR: Delfina M. Geiken TELEPHONE: (415)255-8880
2. TOTAL AMOUNT OF HEC FUNDING REQUESTED (from Page 2, #9)..... \$ 77,775.
3. FIXED UNIT PRICE PER PLACEMENT and/or POSITIVE TERMINATION (from Page 2, #10)..... \$ 5,983.
4. PROPOSAL SUMMARY. Please summarize the overall design of your training program and quantify your objectives in the space provided below.

The Center for Employment Training in San Francisco is a non-profit occupational training center dedicated to helping those most in need gain economic self sufficiency. Our program design is open entry/open exit, competency and performance based, and is designed to reach a diverse and needy population. In addition to skill-related instruction, students receive training in appropriate work habits, job readiness skills and job search procedures. GED preparation, Basic Skills and Vocational English as a Second Language assistance are provided concurrent with training should the need exist. CET also offers job placement assistance to all participants.

The essence of a project serving a population with multiple needs, such as the homeless in the San Francisco area, is the provision of a set comprehensive services that ensures that participants obtain the necessary support to achieve self-sufficiency. A solid network of services is required to support individuals through the process of employment training, and provide a collaborative system of effective case management. Therefore, CET San Francisco is proposing to train and place homeless individuals in Building Maintenance positions in collaboration with Saint Anthony's Foundation and the San Francisco Housing Authority Self Sufficiency Program.

Under the proposed plan, the collaborating agencies will identify and refer participants who meet the HUD criteria for homelessness and possess the necessary motivation to obtain self sufficiency. Ongoing case management will be performed by a training Unit Team, consisting of instructors, counselors, and an Industrial Coordinator. In addition, representatives from the collaborating agencies will be directly involved. Additional support services will be arranged through the collaborating agencies and through other informal linkages maintained by CET San Francisco.

In all, 15 participants will be enrolled in the Building Maintenance program. When a participant is enrolled, the most important goal maintained throughout training is employment. Taking this into consideration, CET is confident that 11 participants out of the 15 enrollments will be placed in self-supporting full time employment upon completion of training, resulting in a placement rate of 73% in training related occupations. In addition, 2 more participants will result in other positive terminations following the criteria established by the JTPA regulations.

The Fixed Unit Price per participant will be \$5,983, resulting in a total amount of \$77,775 in requested funding. This price reflects our standard tuition, offset by Department of Education Grants. Taking into account the range of comprehensive services proposed, CET considers that the level of funding requested for this project is appropriate to adequately serve the targeted homeless population.

5. TRAINING TECHNOLOGY (Activity) Please check the one box that best describes this proposed program.

☒ Occupational Classroom Training (OCT)

☐ On-the-Job Training (OJT)

☐ Occupational Classroom Training with English as a Second Language (OCT/ESL)

☐ Job Search/Job. Prep. Training & Direct Placement (DP)

☐ Occupational Classroom Training with Basic Remedial Education (OCT/BRE)

☐ Individual Referral (IR)

6. NUMBER TO BE ENROLLED ..... 15      10. FIXED UNIT PRICE (#9/ #8+#7)..... \$ 5,983.  
7. TOTAL TO BE PLACED ..... 11      11. PLACEMENT RATE (#7/#6 x 100)..... 73%  
8. TOTAL OTHER POSITIVE TERMS..... 2      12. POSITIVE TERM. RATE (#7+#8/#6 x 100)..... 87 %  
9. TOTAL DOLLARS REQUESTED ..... \$ 77,775.

For the purpose of the initial subcontract selection only. The executed total subcontract will be based upon units of program performance other than just placement. Those units, and their fixed unit prices, will be determined through subcontract negotiations once proposed subcontracts have been selected. Do not budget Participant Support Services.

13. ENTRY REQUIREMENTS: Describe the ages, education levels, entry skills, and general employment barriers of the individuals you plan to enroll into your program.

Functional educational level at entry: none required

Job skills at entry: none required

Barriers to employment at entry: Homeless and one or more of the following: limited English proficient, public assistance recipient, ex-offender status, lacking significant work history, reading skills below 8th grade level, high school drop-out.

14. COMPETENCY TESTING: Indicate the pre- and post-test instruments you will use to determine participant improvement.

Pre-testing consists of the CASAS Employability Competency System (Reading & Math) and Building Maintenance Skills pre-test. The testing instruments for post-testing are written competency tests and practical demonstrations documented on task lists all of which are administered throughout training.

15. EXIT ACHIEVEMENTS: Describe the skills to be achieved by the participants in your program.

Improvement in basic skills: perform 100% of mandatory tasks in English & Math Competencies

Job skills: Participant will successfully and independently perform 100% of the mandatory tasks in all 10 competencies, and 70% of the total course tasks

## PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

## PARTICIPANT CHARACTERISTICS AND ENROLLMENT SCHEDULE

SUBCONTRACTOR: Center for Employment TrainingPROGRAM ACTIVITY: Occupational Classroom Training (HEC)

## PARTICIPANT CHARACTERISTICS

(Enter the number of participants for each category)

TOTAL TO BE ENROLLED		15			
GENDER:	Male	10	TARGET GROUPS	Single Adults 18-54	11
	Female	5		Single Adults 55+	2
	TOTAL	15		Parents w/children	2
RACE ETHNIC GROUP	African American	8		Veterans	2
	Amer.Ind./Alask.Nat*			Disabled	
	Asian/Pacific Islander*			Recovering from Addiction	10
	Hispanic	3			
	White*	4			
	Other				
	TOTAL	15			
* Not Hispanic					

## PARTICIPANT ENROLLMENT SCHEDULE

(Enter cumulative figures)

MONTH	Total Enrolled	Total Employed	Total Other Positive Terms.	Non-Positive Terminations	Total Terminations
October 1996	3	0	0	0	0
November	3	0	0	0	0
December	5	0	0	1	1
January 1997	8	0	0	1	1
February	11	0	0	2	2
March	15	0	0	2	2
April	15	1	1	2	4
May	15	3	1	2	6
June	15	4	1	2	7
July	15	5	1	2	8
August	15	7	2	2	11
September	15	9	2	2	13

## PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

## INITIAL DETERMINATION OF RESPONSIBILITY

SUBCONTRACTOR: CENTER FOR EMPLOYMENT TRAINING

1. Are you incorporated? 8/02/94 Yes ☒ No ☐  
If Yes, date incorporated: 8/02/94
2. Tax Status: For Profit Not For-Profit State of Incorporation: California
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal? Yes ☒ No ☐  
If No, have you ever been refused bonding? Yes ☐ No ☒  
If Yes, please explain: \_\_\_\_\_
4. When was your last audit performed? 8/95 Who performed the audit? Vargas & Co.  
If you have not been audited during the past two years, please explain: \_\_\_\_\_
5. Do you retain outside accounting services other than a CPA firm? Yes ☒ No ☐  
Bank of America (Payroll)
6. List the major sources of your agency funding within the past three (3) years:
- | Sources:                              | Amounts:          | Years:                      |
|---------------------------------------|-------------------|-----------------------------|
| <u>Employment Training Panel</u>      | <u>\$ 130,521</u> | <u>PY 94/95 &amp; 95/96</u> |
| <u>Federal Financial Aid Title IV</u> | <u>\$ 600,842</u> | <u>PY 94/95 &amp; 95/96</u> |
| <u>DOL, Section 402</u>               | <u>\$ 250,255</u> | <u>PY 94/95 &amp; 95/96</u> |
7. List the three principal officers presently on your governing board:
- | Title:             | Name:                 | Address:                            |
|--------------------|-----------------------|-------------------------------------|
| <u>Chairperson</u> | <u>Joseph Medal</u>   | <u>1390 Vance Dr. San Jose CA</u>   |
| <u>Vice-Chair</u>  | <u>Jack Davis</u>     | <u>618 Ivy Street Carson City</u>   |
| <u>Secretary</u>   | <u>Chris Longoria</u> | <u>7887 Silver Creek Rd. San Jo</u> |
8. Number of Directors on your governing Board: 19 How frequently does your Board meet?: monthly  
Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes ☐ No ☒  
If Yes, please explain: \_\_\_\_\_
9. Has your Board specifically agreed to sponsor this proposed program? Yes ☒ No ☐  
If Yes, please give date of approval: \_\_\_\_\_  
If No, please explain: \_\_\_\_\_
10. If you are proposing an occupational classroom or a vocational training program, is the program certified by the Council for Private Post-Secondary and Vocational Education? Yes ☒ No ☐  
If Yes, please attach current copy of your approval.  
If No, please explain: \_\_\_\_\_
11. Has a "Handicapped Accessibility Assessment" been performed at your facility? Yes ☒ No ☐  
If Yes, date: 8/1/94 By whom was the assessment performed? MOCD Self Survey
12. Was your facility found to be accessible to the:
- |                    |   |                    |   |
|--------------------|---|--------------------|---|
| mobile-impaired?   | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | mobile-impaired?   | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| hearing-impaired?  | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | hearing-impaired?  | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| visually-impaired? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | visually-impaired? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
- If No to any of the above, do you plan to make the needed modifications? Yes ☒ No ☐

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IN THIS INITIAL DETERMINATION OF RESPONSIBILITY IS TRUE AND CORRECT.

Delfina M. Geiken

Program Director (Typed)

Joseph Medal

Board Chairperson (Typed)

Signature

Signature

## HOMELESS EMPLOYMENT COLLABORATIVE PROPOSAL SELECTION CRITERIA

PROPOSER: ARRIBA JUNTOS

PROPOSAL #15

\$ REQUESTED: \$81,000

TRAINING ACTIVITY: OCC. CLASSROOM TRNG./BASIC RED. ED.

1. <i>Recruitment Assessment and Selection of Program Participants:</i> Identify collaborators that will insure enrollment; describe role of each collaborator, including MOUs; describe methods to assess participants, and criteria to be used for selecting who will be enrolled?.....	10 pts.	9
2. <i>Program Design:</i> Summarize the training program including the training activities, length of training in weeks and hours per week, training curriculum, and measurements used to determine successful completion of training. What are unique aspects of the program? How does program address basic needs and employment needs of the homeless?.....	10 pts.	9
3. <i>Program Goals and Objectives:</i> How many total participants enrolled with funds requested? How many will complete program after enrollment? How many will be placed into jobs? What positive terminations, other than placements, and how many, are projected? What is minimum amount of funds to make it feasible to operate a HEC program?.....	20 pts	16
4. <i>Program Fixed-Unit Price:</i> What is fixed unit price per positive termination? What is proposed placement rate and positive termination rate? What is proposed minimum wage at placement? If using other funds, in-kind or cash, to supplement the HEC funds, what is the amount of other funds?.....	20 pts	17
5. <i>Agency Capability/Track Record:</i> History providing services to homeless, employment and training services in SF, and providing case management to people in need. How many full time employees does agency have and how many would be working on proposed program and what would be their functions in the program? Provide an organizational chart indicating the lines of responsibility for the program.....	15 pts.	14
6. <i>Client Profile:</i> Profile of the homeless population to be recruited in terms of gender, age, race/ethnicity, disability, veteran status, and living situation. Who among the homeless will be targeted? What are the characteristics of the participants program is designed to serve? Prioritize support services that clients will need to complete program.....	10 pts.	8
7. <i>Job Development, Placement, and Coordination:</i> Strategies for contacting employers, connecting participants with employers. If you plan to refer participants to other training programs, identify them and explain how you will coordinate with them to continue employment services to clients. If participants are to be placed in certain kinds of jobs or industries, what are they and how does proponent demonstrate that these are real jobs for those who complete program?.....	10 pts.	8
8. <i>Retention, Tracking, and Evaluation:</i> Describe how agencies in the collaboration will provide services to participants who are placed, to insure they will be retained on the job. How will proponent keep in contact with participants after they complete program and for how long? How will proponent evaluate program, and measure whether program is successful?.....	5 pts.	3
<b>TOTAL</b>		<b>84</b>

## COMMENTS:

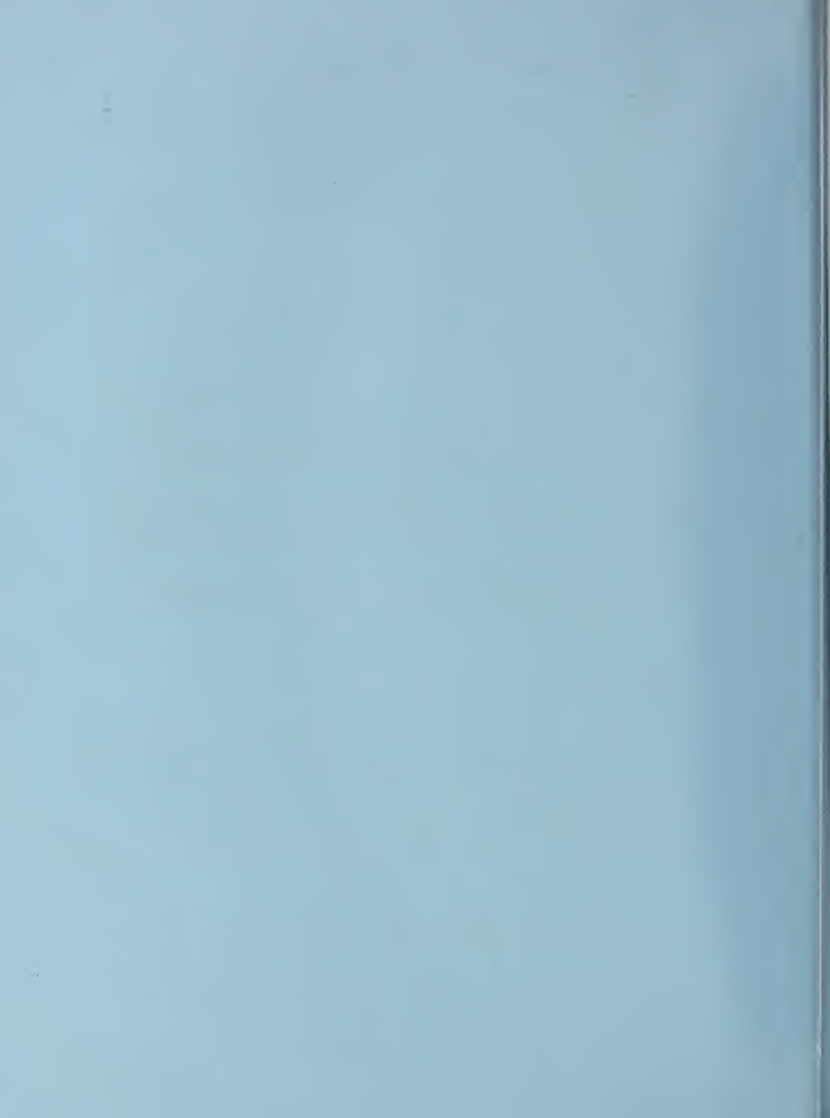
This proposal is **recommended** for funding in the amount of \$81,000, the total amount requested.

Arriba Juntos (AJ) is proposing an Occupational Classroom Training and Basic Remedial Education (OCT/BRE) program for 36 participants, two thirds are parents with children, to be trained for automated office skills jobs.

AJ submitted a well written, thorough and complete proposal. This is a new program proposed by AJ to the PIC.

AJ should not have a problem recruiting the homeless. It has proposed a very solid program design with reasonable placement and other positive termination goals.

AJ has demonstrated good placement and retention services and has a good track record for employment and training for the homeless.





## PROGRAM SUMMARY

1. PROPONENT: ARRIBA JUNTOS PROPOSAL NO.: 15  
 ADDRESS: 2017 Mission St. DATE: 8/9/96  
San Francisco, CA ZIP CODE: 94110  
 DIRECTOR: Georgiana Hernandez TELEPHONE: 863-9307
2. TOTAL AMOUNT OF HEC FUNDING REQUESTED (from Page 2, #9)..... \$81,000
3. FIXED UNIT PRICE PER PLACEMENT and/or POSITIVE TERMINATION (from Page 2, #10)..... \$ 2,793
4. PROPOSAL SUMMARY. Please summarize the overall design of your training program and quantify your objectives in the space provided below.

Proyecto Apoyo is a collaborative of three organizations—Arriba Juntos, Mission Reading Clinic and the Coalition on Homelessness/Latino Homeless Program—which combine their service expertise to ensure housing stabilization, job placement and job retention for homeless San Francisco residents. The proposed project expands the scope of services currently provided through Proyecto Apoyo, which has successfully trained and placed 38 homeless immigrant women (79% of 48 enrolled) in health-related jobs over the past two years. The proposed program will use an OCT/BRE model with occupational training in the area of Automated Office Skills Training (AOST). It also expands the population from homeless immigrant women to homeless ethnic minorities throughout San Francisco.

Between October 1, 1996 and September 30, 1997, 36 homeless persons will be enrolled into the program. Projected outcomes are as follows:

Completions	30	83%
Positive Terminations	29	79%
Placement into jobs	22	60%
Minimum Wage at Placement	\$7	

The fixed unit price per positive termination is \$2,793. Cash and in-kind support include a grant from the Levi Strauss Foundation and staff from State of California Employment Development Department.



5. TRAINING TECHNOLOGY (Activity) Please check the one box that best describes this proposed program.

- |   |   |
|---|---|
| <input type="checkbox"/> Occupational Classroom Training (OCT)  | <input type="checkbox"/> On-the-Job Training (OJT)                              |
| <input type="checkbox"/> Occupational Classroom Training with English as a Second Language (OCT/ESL)        | <input type="checkbox"/> Job Search/Job. Prep. Training & Direct Placement (DP) |
| <input checked="" type="checkbox"/> Occupational Classroom Training with Basic Remedial Education (OCT/BRE) | <input type="checkbox"/> Individual Referral (IR)                               |

- |  |   |
|--|---|
| 6. NUMBER TO BE ENROLLED..... <u>36</u>          | 10. FIXED UNIT PRICE (#9/ #8+#7)..... <u>\$ 2,793</u>     |
| 7. TOTAL TO BE PLACED..... <u>22</u>             | 11. PLACEMENT RATE (#7/#6 x 100)..... <u>60 %</u>         |
| 8. TOTAL OTHER POSITIVE TERMS..... <u>7</u>      | 12. POSITIVE TERM. RATE (#7+#8/#6 x 100)..... <u>80 %</u> |
| 9. TOTAL DOLLARS REQUESTED..... <u>\$ 81,000</u> |   |

For the purpose of the initial subcontract selection only. The executed total subcontract will be based upon units of program performance other than just placement. Those units, and their fixed unit prices, will be determined through subcontract negotiations once proposed subcontracts have been selected. Do not budget Participant Support Services.

13. ENTRY REQUIREMENTS: Describe the ages, education levels, entry skills, and general employment barriers of the individuals you plan to enroll into your program.

Functional educational level at entry: 5th grade or 400 ESL

Job skills at entry: Basic knowledge of keyboarding

Barriers to employment at entry: Homelessness - Low basic skills.

14. COMPETENCY TESTING: Indicate the pre- and post-test instruments you will use to determine participant improvement.

CASAS ESC- Typing Proficiency Test - Computer Pre and Post Training  
Knowledge Appraisal.

15. EXIT ACHIEVEMENTS: Describe the skills to be achieved by the participants in your program.

Improvement in basic skills: 1 grade level increase

Job skills: 75% achievement on all competencies- computer technology, word  
processing, spreadsheets and job readiness. Increase keyboarding  
by 20 wpm.

## PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

## PARTICIPANT CHARACTERISTICS AND ENROLLMENT SCHEDULE

SUBCONTRACTOR: Arriba Juntos  
 PROGRAM ACTIVITY: OCT/BRE

## PARTICIPANT CHARACTERISTICS

(Enter the number of participants for each category)

TOTAL TO BE ENROLLED		36
GENDER:	Male	8
	Female	28
	TOTAL	36
RACE ETHNIC GROUP	African American	9
	Amer.Ind./Alask.Nat*	1
	Asian/Pacific Islander*	
	Hispanic	19
	White*	4
	Other	3
	TOTAL	36
* Not Hispanic		

TARGET GROUPS	Single Adults 18-54	12
	Single Adults 55+	
	Parents w/children	24
	Veterans	
	Disabled	2
	Recovering from Addiction	6

## PARTICIPANT ENROLLMENT SCHEDULE

(Enter cumulative figures)

MONTH	Total Enrolled	Total Employed	Total Other Positive Terms.	Non-Positive Terminations	Total Terminations
October 1996	0	0	0	0	0
November	0	0	0	0	0
December	12	0	0	0	0
January 1997	12	0	0	1	1
February	12	0	0	2	2
March	12	0	2	3	5
April	24	4	3	4	12
May	24	6	4	5	15
June	24	8	5	6	19
July	36	10	5	7	22
August	36	12	6	7	26
September	36	22	7	7	36

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

INITIAL DETERMINATION OF RESPONSIBILITY

PROPOSER: Arriba Juntos

1. Are you incorporated?..... Yes ☒ No ☐

If Yes, date incorporated: May 13, 1965

2. Tax Status: For Profit ☐ Not For-Profit ☒ State of Incorporation: CA

3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal?..... Yes ☒ No ☐

If No, have you ever been refused bonding?..... Yes ☐ No ☐

If Yes, please explain: \_\_\_\_\_

4. When was your last audit performed? 1995 Who performed the audit? Claridad & Crowe

If you have not been audited during the past two years, please explain: \_\_\_\_\_

5. Do you retain outside accounting services other than a CPA firm?..... Yes ☐ No ☒

6. List the major sources of your agency funding within the past three (3) years:

Sources:	Amounts:	Years:
<u>Dept. of Public Health</u>	<u>\$601,109</u>	<u>15+ Yrs.</u>
<u>Private Industry Council</u>	<u>\$297,850</u>	<u>10+ Yrs.</u>
<u>United Way</u>	<u>\$162,003</u>	<u>10+ Yrs.</u>

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
<u>President</u>	<u>Lorraine Vega</u>	<u>281 Joost St., S.F., 94131</u>
<u>Vice President</u>	<u>Al Garcia</u>	<u>1395 Calle Vallecita, Alamo 94</u>
<u>Secretary</u>	<u>Georgiana Hernandez</u>	<u>245 Tamal Rd. Forest Knolls 94</u>

8. Number of Directors on your governing Board: 7 How frequently does your Board meet?: 6 times Yr.

Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes ☐ No ☒

If Yes, please explain: \_\_\_\_\_

9. Has your Board specifically agreed to sponsor this proposed program?..... Yes ☒ No ☐

If Yes, please give date of approval: August 8, 1996

If No, please explain: \_\_\_\_\_

10. If you are proposing an occupational classroom or a vocational training program, is the program approved by the Council for Private Post-Secondary and Vocational Education?..... Yes ☒ No ☐

If Yes, please attach current copy of your approval.

If No, please explain: \_\_\_\_\_

11. Has a "Handicapped Accessibility Assessment" been performed at your facility?..... Yes ☒ No ☐

If Yes, date: 1995 By whom was the assessment performed? Karent Hart

12. Was your facility found to be accessible to the:

mobile-impaired?..... Yes ☒ No ☐  
 hearing-impaired?..... Yes ☒ No ☐  
 visually-impaired?..... Yes ☒ No ☐

13. Will your proposed program be accessible to the:

mobile-impaired?..... Yes ☒ No ☐  
 hearing-impaired?..... Yes ☒ No ☐  
 visually-impaired?..... Yes ☒ No ☐

If No to any of the above, do you plan to make the needed modifications?..... Yes ☐ No ☐

To the best of my knowledge and belief, the information provided in this initial determination of responsibility is true and correct.

Georgiana Hernandez

Program Director (Typed)

Lorraine Vega

Board Chairperson (Typed)

Georgiana Hernandez  
 Signature  
Lorraine E. Vega  
 Signature

## HOMELESS EMPLOYMENT COLLABORATIVE PROPOSAL SELECTION CRITERIA

PROPOSER: GOODWILL INDUSTRIES OF SAN FRANCISCO

PROPOSAL #16

\$ REQUESTED: \$40,635

TRAINING ACTIVITY: OCC. CLASSROOM TRNG./BASIC RED. ED.

1. <i>Recruitment Assessment and Selection of Program Participants:</i> Identify collaborators that will insure enrollment; describe role of each collaborator, including MOUs; describe methods to assess participants, and criteria to be used for selecting who will be enrolled?.....	10 pts.	9
2. <i>Program Design:</i> Summarize the training program including the training activities, length of training in weeks and hours per week, training curriculum, and measurements used to determine successful completion of training. What are unique aspects of the program? How does program address basic needs and employment needs of the homeless?.....	10 pts.	9
3. <i>Program Goals and Objectives:</i> How many total participants enrolled with funds requested? How many will complete program after enrollment? How many will be placed into jobs? What positive terminations, other than placements, and how many, are projected? What is minimum amount of funds to make it feasible to operate a HEC program?.....	20 pts	16
4. <i>Program Fixed-Unit Price:</i> What is fixed unit price per positive termination? What is proposed placement rate and positive termination rate? What is proposed minimum wage at placement? If using other funds, in-kind or cash, to supplement the HEC funds, what is the amount of other funds?.....	20 pts	16
5. <i>Agency Capability/Track Record:</i> History providing services to homeless, employment and training services in SF, and providing case management to people in need. How many full time employees does agency have and how many would be working on proposed program and what would be their functions in the program? Provide an organizational chart indicating the lines of responsibility for the program.....	15 pts.	13
6. <i>Client Profile:</i> Profile of the homeless population to be recruited in terms of gender, age, race/ethnicity, disability, veteran status, and living situation. Who among the homeless will be targeted? What are the characteristics of the participants program is designed to serve? Prioritize support services that clients will need to complete program.....	10 pts.	10
7. <i>Job Development, Placement, and Coordination:</i> Strategies for contacting employers, connecting participants with employers. If you plan to refer participants to other training programs, identify them and explain how you will coordinate with them to continue employment services to clients. If participants are to be placed in certain kinds of jobs or industries, what are they and how does proponent demonstrate that these are real jobs for those who complete program?.....	10 pts.	8
8. <i>Retention, Tracking, and Evaluation:</i> Describe how agencies in the collaboration will provide services to participants who are placed, to insure they will be retained on the job. How will proponent keep in contact with participants after they complete program and for how long? How will proponent evaluate program, and measure whether program is successful?.....	5 pts.	4
<b>TOTAL</b>		<b>85</b>

## COMMENTS:

This proposal is **recommended** for funding in the amount of \$40,635, the total amount requested.

Goodwill Industries of San Francisco (GI) is proposing an Occupational Classroom Training (OCT) program to train 15 participants for sales and service occupations. Six others will spend three to six months in transitional work experience at Goodwill. GI classified this program as an OCT and a Job Search/Job Preparation Training and Direct Placement (DP) program but the program design presents it as an OCT program.

GI presented an excellent proposal. It proposes realistic goals at a reasonable fixed unit price \$2,709 for an OCT program.

GI has a good track record for placement and proposes a good plan for retention services after placement.



## PROGRAM SUMMARY

1. PROPONENT: Goodwill Industries PROPOSAL NO.: 16  
 ADDRESS: 1500 Mission Street DATE: August 9, 1996  
San Francisco, CA ZIP CODE: 94103  
 DIRECTOR: Mary Edington, President TELEPHONE: 575-2103
2. TOTAL AMOUNT OF HEC FUNDING REQUESTED (from Page 2, #9)..... \$ 40,635
3. FIXED UNIT PRICE PER PLACEMENT and/or POSITIVE TERMINATION (from Page 2, #10)..... \$ 2,709
4. PROPOSAL SUMMARY. Please summarize the overall design of your training program and quantify your objectives in the space provided below.

Goodwill Industries proposes to enroll 21 homeless adults into its Career Services program. A minimum of 15 of the 21 enrollees will be provided classroom training, primarily in Sales and Service courses. A maximum of 6 enrollees will be provided Work Experience through Goodwill's transitional employment positions in addition to participation in Career Education classes and Job Seeking Skills workshops. Transitional employment prior to and/or concurrent with classroom training will be made available to all interested enrollees.

Of the 21 individuals served, a total of 16 will successfully complete their vocational training program (Classroom or Work Experience). In terms of Positive Terminations from the program, Goodwill proposes to place 11 of the 21 into unsubsidized jobs paying \$6.25 or higher (individuals 55 years of age or older will have a minimum wage of \$5.50 an hour. An additional 4 enrollees will have an Other Positive termination, pursuing longer term and/or more extensive vocational training.

The Career Services provided will be the result of an objective assessment process consisting minimally of determining a math and reading skill level and a career interest assessment. Based on the result of the assessment, Goodwill's Vocational Counselors will assist the client in developing an Individual Vocational Plan (IVP). The IVP's will summarize the service plan that is developed, taking into account the individual's assessed math and English skills, emotional and physical needs, vocational interests and other factors such as housing and/or related financial considerations which will address the employment barriers identified.

Additional program services to be made available on an as-needed basis will consist of Career Education classes, clothing for training and job placement and Job Seeking Skills workshops for those completing their vocational training.

5. TRAINING TECHNOLOGY (Activity) Please check the one box that best describes this proposed program.

☒ Occupational Classroom Training (OCT)

☐ On-the-Job Training (OJT)

☐ Occupational Classroom Training with English as a Second Language (OCT/ESL)

☒ Job Search/Job. Prep. Training & Direct Placement (DP)

☐ Occupational Classroom Training with Basic Remedial Education (OCT/BRE)

☐ Individual Referral (IR)

6. NUMBER TO BE ENROLLED.....21

10. FIXED UNIT PRICE (#9/ #8+#7).....\$ 2,709

7. TOTAL TO BE PLACED.....11

11. PLACEMENT RATE (#7/#6 x 100).....52.4%

8. TOTAL OTHER POSITIVE TERMS.....4

12. POSITIVE TERM. RATE (#7+#8/#6 x 100).....71.4%

9. TOTAL DOLLARS REQUESTED.....\$ 40,635

For the purpose of the initial subcontract selection only. The executed total subcontract will be based upon units of program performance other than just placement. Those units, and their fixed unit prices, will be determined through subcontract negotiations once proposed subcontracts have been selected. Do not budget Participant Support Services.

13. ENTRY REQUIREMENTS: Describe the ages, education levels, entry skills, and general employment barriers of the individuals you plan to enroll into your program.

Functional educational level at entry: 4th grade of schooling

Job skills at entry: None, and/or limited or outdated.

Barriers to employment at entry: Will include, but not be limited to, homelessness, lack of recent work history, lack of job skills, lack of childcare, lack of transportation; in recovery for substance abuse; ex-offender status; lack of education; disability, age, ethnicity.

14. COMPETENCY TESTING: Indicate the pre- and post-test instruments you will use to determine participant improvement.

Assessment tools used are Test of Basic Education (TABE) and the Self Directed Search (SDS).

Goodwill administers written and practical competency tests at the middle and the end of the program. Students must perform at a 70% or better level over all skill categories to obtain Certificate of Completion.

15. EXIT ACHIEVEMENTS: Describe the skills to be achieved by the participants in your program.

Improvement in basic skills: Masters course competencies, achieves vocational goals

Job skills: identified in individual vocational plan. Learns to make informed decisions, learns job research skills; also interviewing, resume-writing and work maturity skills.



PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

PARTICIPANT CHARACTERISTICS AND ENROLLMENT SCHEDULE

SUBCONTRACTOR: Goodwill Industries of San Francisco, San Mateo and Marin Counties, Inc.

PROGRAM ACTIVITY: Homeless Employment Collaborative Request for Proposal

PARTICIPANT CHARACTERISTICS  
(Enter the number of participants for each category)

TOTAL TO BE ENROLLED					
GENDER:	Male	13	TARGET GROUPS	Single Adults 18-54	20
	Female	8		Single Adults 55+	1
	TOTAL	21		Parents w/children	5
RACE ETHNIC GROUP	African American	8		Veterans	5
	Amer.Ind./Alask.Nat*	0		Disabled	3
	Asian/Pacific Islander*	2		Recovering from Addiction	15
	Hispanic	2			
	White*	8			
	Other	1			
	TOTAL	21			

\* Not Hispanic

PARTICIPANT ENROLLMENT SCHEDULE  
(Enter cumulative figures)

MONTH	Total Enrolled	Total Employed	Total Other Positive Terms.	Non-Positive Terminations	Total Terminations
October 1996	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0
January 1997	7	0	0	0	7
February	10	0	0	1	1
March	10	0	0	1	1
April	14	0	1	2	3
May	16	2	2	3	7
June	17	3	2	3	8
July	20	5	3	4	12
August	21	7	4	5	16
September	21	11	4	6	21



## PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

## INITIAL DETERMINATION OF RESPONSIBILITY

PROPOSER: GOODWILL of San Francisco, San Mateo and Marin Counties, Inc.1. Are you incorporated?.....Yes ☒ No ☐If Yes, date incorporated: October 17, 19162. Tax Status: For Profit ☐ Not For-Profit ☒ State of Incorporation: California3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal?.....Yes ☒ No ☐If No, have you ever been refused bonding?.....Yes ☐ No ☒If Yes, please explain: Lumbermens Mutual Casualty Company, 3F 307 302-004. When was your last audit performed? June 9, 1995 Who performed the audit? Deloitte & Touche LLP

If you have not been audited during the past two years, please explain: \_\_\_\_\_

5. Do you retain outside accounting services other than a CPA firm?.....Yes ☐ No ☒

6. List the major sources of your agency funding within the past three (3) years:

Sources:	Amounts:	Years:
Goodwill Merchandise Sales	\$ 11,286	1995
"	\$ 9,277	1994
"	\$ 8,363	1993

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
Chair of the Board	Robert Heil	Caland
Vice Chair of the Board	Lisa G. Vogel	San Francisco
Vice Chair of the Board	Clifford N. Goff, III	San Francisco

8. Number of Directors on your governing Board: 16 How frequently does your Board meet?: quarterlyHave any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes ☐ No ☒

If Yes, please explain: \_\_\_\_\_

9. Has your Board specifically agreed to sponsor this proposed program?.....Yes ☒ No ☐If Yes, please give date of approval: 7/31/1996

If No, please explain: \_\_\_\_\_

10. If you are proposing an occupational classroom or a vocational training program, is the program approved

by the Council for Private Post-Secondary and Vocational Education?.....Yes ☒ No ☐

If Yes, please attach current copy of your approval.

If No, please explain: \_\_\_\_\_

11. Has a "Handicapped Accessibility Assessment" been performed at your facility?.....Yes ☒ No ☐If Yes, date: 6/3/1996 By whom was the assessment performed? Kimberly Linford, HR Rep.

12. Was your facility found to be accessible to the:

mobile-impaired?.....Yes ☒ No ☐  
 hearing-impaired?.....Yes ☒ No ☐  
 visually-impaired?.....Yes ☒ No ☐

13. Will your proposed program be accessible to the:

mobile-impaired?.....Yes ☒ No ☐  
 hearing-impaired?.....Yes ☒ No ☐  
 visually-impaired?.....Yes ☒ No ☐

If No to any of the above, do you plan to make the needed modifications?.....Yes ☐ No ☐

To the best of my knowledge and belief, the information provided in this initial determination of responsibility is true and correct.

Mary Edgington

Program Director (Typed)

Robert Heil

Board Chairperson (Typed)

Signature

Signature



PRIVATE INDUSTRY COUNCIL  
of San Francisco, Inc.  
MEMORANDUM

DOCUMENTS DEPT

SEP 03 1996

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TO: ALL COUNCIL MEMBERS  
THE HONORABLE MAYOR WILLIE L. BROWN, JR.

DATE: AUGUST 28, 1996

FROM: *for Fairfax Randolph* FAIRFAX RANDOLPH, ACTING CHAIRMAN OF THE PLANNING COMMITTEE

SUBJECT: RECOMMENDATIONS FOR THE FISCAL YEAR 1996 HOMELESS EMPLOYMENT COLLABORATIVE, FIXED UNIT PRICE, SUBCONTRACTS (OCTOBER 1, 1996 - SEPTEMBER 30, 1997)

At the July 9, 1996 Private Industry Council meeting you approved the Planning Committee recommendations for an overall design for a Request for Proposal (RFP) for the Fiscal Year 1996 (FY '96) Homeless Employment Collaborative.

On July 17, 1996, a bidders' conference was held. There were twenty-seven (27) organizations represented at the conference. In addition thirty-three (33) other organizations requested RFP packages by mail.

On August 9, 1996, the PIC received sixteen (16) proposals in response to the RFP. The available funds in the RFP were \$542,383. The total amount requested by the sixteen (16) proponents was \$1,141,044.

PIC staff, with the help of outside readers, read, evaluated, and scored the proposals and presented their recommendations to the Planning Committee on August 28, 1996. This memorandum represents the Planning Committee's recommendations for funding for the FY '96 programs that are scheduled to start on October 1, 1996.

During the Planning Committee meeting, there was concern voiced by both the committee members and members of the public about the need to provide follow-up services to homeless people after they are placed and about the need for the Homeless Employment Collaborative to evaluate subcontractors on the basis of the retention of participants on the job after placement.

The staff indicated that the RFP requested proponents to address in their proposals their plans to provide follow-up services for participants after employment. Proposed plans for follow-up services were one of the criteria used for evaluating the proposals.

In addition, the staff explained that in the execution of the subcontracts the proponents will be required to provide follow-up reports on retention after 90 days for all their placements and they will be verified by the PIC staff. The result will be that we will have detailed information on the length of employment for all placements by each subcontractor.

**Table I** presents the proponents and the Planning Committee's Recommendations for funding. All subcontracts will be fixed price performance based contracts.

**Table II** presents the recommended proponents proposed Performance and Client Characteristics Goals compared to the first year planned Performance and Client Characteristics Goals as delineated in the Three Year Program Plan for the Homeless Employment Collaborative.

Attachments

Proponents

PIC Staff

Andy Olshin



TABLE 1

## RANKED BY TOTAL POINTS

#	PROPONENT	ACTIVITY	SCORE	REQUESTED \$	RECOM. \$	UNIT PRICE	ENROLL.	PLACE.	OPT
9	Community Housing Partnership	JSS/DP	85	\$96,442	\$96,442	\$1,439	75	55	12
16	Goodwill Industries	OCT	85	\$40,635	\$40,635	\$2,709	21	11	4
11	San Francisco Vocational Services	OCT/BRE	85	\$38,037	\$38,037	\$3,107	20	8	4
15	Arriba Juntos	OCT/BRE	84	\$81,000	\$81,000	\$2,793	36	22	7
10	Jewish Vocational Service	JSS/DP	82	\$75,150	\$75,150	\$1,565	60	39	9
4	Northern California Service League	JSS/DP	80	\$52,500	\$52,500	\$1,500	50	28	7
1	Toolworks, Inc.	OJT	80	\$42,000	\$42,000	\$3,500	15	11	1
12	Swords to Plowshares	OJT	79	\$90,750	\$82,500	\$2,750	45	30	0
8	Walden House, Inc.	OCT/BRE	75	\$92,203	\$0	\$1,085	NA	NA	NA
5	Catholic Charities	JSS/DP	72	\$125,000	\$0	\$1,041	NA	NA	NA
3	Mission Hiring Hall/SOMECE	OCT	69	\$46,500	\$0	\$3,100	NA	NA	NA
14	Center for Employment Training	OCT	68	\$77,775	\$0	\$5,983	NA	NA	NA
13	Haight Ashbury Food Program	OCT	67	\$22,000	\$0	\$1,000	NA	NA	NA
6	Glide Foundation	JSS/DP	60	\$87,477	\$0	\$3,240	NA	NA	NA
7	Careers Abound, Inc.	JSS/DP	60	\$100,450	\$0	\$1,025	NA	NA	NA
2	Fresh Start Farms	OJT	60	\$73,125	\$0	\$4,875	NA	NA	NA
TOTAL				\$1,141,044	\$508,264		322	204	44
OJT Setaside					\$34,119				
GRAND TOTAL					\$542,383				



**TABLE 2**

**HOMELESS EMPLOYMENT COLLABORATIVE  
FY 96**

<b>Program Performance Plan</b>		<b>* Recommended Proponents' Proposed Goals</b>
Enrollments	390	432
Placements	148	208
Other Positive Terminations	86	89
Positive Termination Rate	60%	69%

Planned Client Characteristics		* Recommended Proponents' Proposed Subcontract Client Characteristics	
Male	60%	57.0%	
Female	40%	43.0%	
Youth	10%	9.0%	
Single Adults, 18-54	65%	61.0%	
Single Adults, 55+	5%	4.0%	
Parents with Children	20%	26.0%	
Recovering from Addiction	70%	59.0%	
Disabled	35%	24.0%	
Veterans	NA	24.0%	
Race/Ethnicity	NA	African American	44.0%
		American Indian/Alaskan Native	2.0%
		Asian/Pacific Islanders	3.5%
		Hispanic/Latino	17.0%
		White	30.0%
		Others	3.5%

\* These figures include proposed numbers from Central City Hospitality House and Episcopal Community Services



SEP 03 1996

SAN FRANCISCO  
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of San Francisco, Inc.

## MEMORANDUM

TO: ALL COUNCIL MEMBERS  
HONORABLE MAYOR WILLIE L. BROWN, JR.

DATE: AUGUST 28, 1996

FROM: *for* FAIRFAX RANDOLPH, ACTING CHAIRMAN, PLANNING COMMITTEE

SUBJECT: JOB TRAINING PARTNERSHIP ACT (JTPA) ADULT AND YOUTH EMPLOYMENT COMPETENCIES

The members of the Planning Committee reviewed and is recommending the full Council approve the Adult Employment Competencies (AECs) and Youth Employment Competencies (YECs) for Program Year 1996 JTPA subcontractors (material attached).

AECs and YECs are positive participant termination categories for which subcontractors can receive credit for positive outcomes. The Department of Labor Performance Standards for which the PIC's overall performance is measured are determined by a combination of job placements and competencies met. Adult Employment Competencies (AECs) consist of two general skill areas: basic education skills (which include both math and English) or job specific skills. Adults must attain proficiency in at least one of the two skill areas to qualify for an AEC.

Youth Employment Competencies (YECs) consist of three general skill areas: basic educational skills (which include both math and English), job specific skills, and pre-employment work maturity skills. Youths must attain proficiency in two of the three skill areas to qualify for a YEC.

In accordance with federal requirements, the Private Industry Council must approve AECs and YECs in order for the PIC to issue credit to subcontractors. The Competencies shown on the attached pages are recognized in the subcontracts for the period beginning July 1. Furthermore, the achievements of AECs and YECs are utilized in the overall statistical reporting of the JTPA program outcomes to the State Job Training Partnership Division.

PIC staff reminded the Committee that individual programs target differing jobs with differing requirements, and have very different lengths of training. Not all participants are being prepared for any single level of competence.

Attachment

cc: PIC staff  
PIC subcontractors  
Scott Winkler, JTPD





# RECOMMENDED ADULT AND YOUTH EMPLOYMENT COMPETENCIES

## Summary of PY'96 PIC JTPA Subcontracts which include AECs and YECs

5% Older Worker Programs	AECs	YECs
Korean Center, Inc.	x	
Renaissance Experience Plus	x	
Self Help for the Elderly	x	

8% State Coordination Grants	AECs	YECs
Arriba Juntos	x	
Asian Neighborhood Design		x
Jewish Vocational Service		x
The Family School	x	x

77% Basic Training Programs for Disadvantaged Adults	AECs	YECs
Arriba Juntos	x	
Asian Neighborhood Design	x	
Bay Area Urban League	x	
Career Resources Development Center	x	
Center for Employment Training	x	
Chinatown American Cooks School	x	
City College of S.F./John Adams Campus	x	
Jewish Vocational Service	x	
Korean Center, Inc.	x	
Mission Hiring Hall/SOMECE	x	
Mission Language and Vocational School	x	
Northern California Service League	x	
Oceanview/Merced/Ingleside Community Association	x	
San Francisco Vocational Services	x	
Swords to Plowshares	x	
Third Baptist Church	x	

82% Basic Training Programs for Disadvantaged Youths	AECs	YECs
Asian Neighborhood Design		x
Community Educational Services		x
Mission Hiring Hall/SOMECE		x
Mission Language and Vocational School		x

5% Joseph H. Bailey	AECs	YECs
Potrero Hill Community Development Corporation	x	x



## **OLDER WORKERS ADULT COMPETENCIES - 5%**

### **Korean Center INC. - OESL**

#### Entry Requirements

1. Job Specific Skills  
no sales or service occupation skills as measured by a maximum of 20% on the KCI Sales and Service Skills Test, or no typing skills as determined by the KCI developed typing test

#### Exit Requirements

1. Job Specific Skills
  - a. passed the KCI Sales and Service Skills Test with a minimum score of 50% or an improvement of at least 50% over the entry-level score, whichever is greater, or
  - b. improved at least 25 wpm in typing as determined by the KCI typing test,

### **Self Help for the Elderly - OESL**

#### Entry Requirements

1. Basic Educational Skills:  
Limited English speaking as determined by a maximum score of 40% on the SHE developed ESL pre-program test, and
2. Job Specific Skills  
Limited o housekeeping skills training and experience as determined by a maximum score of 40% on the SHE -developed housekeeping skills test.

#### Exit Requirements

1. Job Specific Skills  
passed the SHE-developed housekeeping skills' post-program test with minimum 70% score in both Parts A and B., and
2. Basic Educational Skills:  
passed the SHE-developed ESL post-program test with a minimum 70% score.

### **Renaissance Experience Plus - OCT**

#### Entry Requirements

1. Job Specific Skills  
score a maximum of 50 points on the Renaissance Experience Plus developed exam for clerical, sales or service occupations

#### Exit Requirements

1. Job Specific Skills  
They have passed the Renaissance Experience Plus developed Final Exam for clerical, service or sales occupations with a minimum score of 70 points.

## **ADULT EMPLOYMENT COMPETENCIES - 77%**

### **Arriba Juntos - OJT**

#### Exit Requirements

The OJT trainee must complete a minimum of 50% of the OJT hours for AEC attainments.

### **Asian Neighborhood Design (77% & 8%)**

#### Entry Requirements

1. Job Specific Skills  
score a maximum of 50% on the AND developed General Woodworking Test.

### Exit Requirements

#### 1. Job Specific Skills

Participants must satisfactorily complete two competency-based hands-on projects as certified by the instructor and must also achieve the required exit-test scores on the AND General Woodworking Test as determined by their individual entry-test scores:

Woodworking Entry	Woodworking Exit	Minimum Increase
0%	50%	50%
10%	60%	50%
20%	70%	50%
30%	70%	40%
40%	70%	30%
50%	80%	30%

### **Bay Area Urban League - OJT**

### Exit Requirements

#### 1. Job Specific Skills

The OJT trainee must complete a minimum of 50% of the OJT hours for AEC attainments.

### **Bay Area Urban League - IR**

### Exit Requirements

#### 1. Job Specific Skills

The participants must receive a minimum of one half of the total planned hours of training for AEC attainments.

### **Chinatown American Cooks School - OESL**

### Entry Requirements

#### 1. Job Specific Skills

maximum score of 40% on the Chinatown American Cooks School Culinary exam.

### Exit Requirements

#### 1. Job Specific Skills

passed the Chinatown American Cooks Culinary exam with a score of 50 percentage points above their entry scores.

### **Career Resources Development Center- OESL**

### Entry Requirements

#### 1. Job Specific Skills

- Maximum typing speed 40 wpm,
- Maximum Word Perfect score 40%, and
- Maximum Medical terminology test score 40% (Medical class only).

### Exit Requirements

#### 1. Job Specific Skills

- a minimum increase of 20 wpm on a standardized typing test,
- demonstrated ability to produce type written, error-free copy in standard letter, memo, and report format (as per instructor evaluation),
- demonstrated ability (as per instructor evaluation) to perform basic computer workstation operator functions and some system operator functions, e.g., printer operations, initial program load and diskette handling,
- demonstrated knowledge of PCs (per instructor evaluation),

- e. a minimum score of 70% on the Word Perfect test, and
- f. a minimum score of 70% on medical terminology test (Medical /Clerical only ).

#### **Career Resources Development Center - IR**

##### Exit Requirements

The participants must receive a minimum of one half of the total planned hours of training for AEC attainments

#### **City College OCT**

##### Entry Requirements (For CCSF screening only)

1. Basic Educational Skills
  - a. minimum 9th grade reading level as determined by the Wide Range Achievement Test (WRAT) or the Test of Adult Basic Education (TABE), and 9th grade language level as determined by the ABE,
  - b. minimum 9th grade math level (as determined by the TABE) for the accounting track,
2. Job Specific Skills
  - a. minimum typing ability of 30 wpm (as determined by the CCSF-JAC developed typing test) for the clerical (word processing ) track,
  - b. minimum typing ability of 25 wpm (as determined by the CCSF-JAC developed typing test) for the microcomputer business application track.

##### Exit Requirements

1. Job Specific Skills
  - a. Clerical/Word Processing participants
    - i. will have achieved minimum scores of 80% on the CCSF-JAC Business English exam and on the Computer Applications-Introduction course exam, and the word processing-advanced exam, and
    - ii. will have completed 100% of all course requirement for Effective Business Communication, Job Preparation, and Office Technology as indicated by student performance checklist.
  - b. Computerized Accounting participants
    - i. will have achieved a minimum score of 80% on the CCSF-JAC Business English exam, the Computer Applications-Introduction course exam, and the spreadsheets-intermediate course exam , and
    - ii. will have completed 100% of all course requirements for Effective Business Communication ,and Job Preparation as indicated by student performance checklists.
  - c. Microcomputer Business Applications participants
    - i. will have achieved minimum scores of 80% on the CCSF-JAC Business English exam, the Computer application-Introduction course exam, and the three microcomputer business application course exam(one at the advanced level, one at the intermediate level, and one at the beginning level), and
    - ii. will have completed 100% of all course requirements for Effective Business Communication, and Job Preparation as indicated by student performance checklists.

## Center for Employment Training

### Entry Requirements

1. Job Specific Skills
  - a. maximum score of 40% on a building maintenance pre-test.

### Exit Requirements

1. Job Specific Skills
  - a. minimum score of 70% on building maintenance core competency tests, which will be documented on the core competency record.

## Jewish Vocational Services - OJT

### Exit Requirements

The OJT trainee must complete a minimum of 50% of the OJT hours for AEC attainments.

## Jewish Vocational Services - IR

### Exit Requirements

The participants must receive a minimum of one half of the total planned hours of training for AEC attainments.

## Jewish Vocational Services - 8%

### Entry Requirements

1. Job Specific Skill
  - must have a RN degree from the former Soviet Union ,

### Exit Requirements

1. Job Specific Skill
  - achieve a passing score on the City College exam and certification as a California State Certificated Licensed Vocational Nurse.

## Korean Center - OESL

### Entry Requirements

1. Basic Education Skills
  - a. Maximum ESL score of 400 for limited English participants as measured by the Structured Test of English Language ,
  - b. Maximum 9th grade reading (for English proficient participants) and math level , as determined by the Test of Adult Basic Education (TABE), level E, M or D,
2. Job Specific Skills
  - a. maximum score of 50% on an KCI developed Word Processing Competency Test.

### Exit Requirements

1. Basic Educational Skills
  - a. for limited English speaking participants, increase one ESL level or for fluent English speakers, increase one full grade level in reading as determined by the TABE and as certified by an instructor, and
  - b. increase one full grade level in math as determined by the TABE and as certified by an instructor, or
2. Job Specific Skills
  - a. improved at least 30 wpm in typing as determined by the KCI typing test, and
  - b. passed the Word Processing Competency Test with a minimum score of 70%

## Mission Hiring Hall

### Entry Requirements

1. Job Specific Skills  
Maximum score of 40% on the Press Operation test and

### Exit Requirements

1. Job Specific Skills  
have passed the CCSF Press Operation test with minimum score of 75% or an improvement of at least 50 percentage points from the entry scores, whichever is greater.

## Mission Language and Vocational School

COMPETENCY	BENCHMARK	MEANS OF MEASUREMENT
Basic Education Skills: No minimum	Minimum attainment of ESL 400 for VESL I, II and one grade level improvement for all other components	EPT (English Placement Test) or TABE (Test of Adult Basic Education)
	Minimum math improvement of one full grade level	Test of Adult Basic Education (TABE)
Job Specific Skills: No minimum	Knowledge of keyboard by touch; 20 words per minute net increase, 60 spm on the 10 key calculator, alpha/ numerical filing in 5 minutes	5-minute typing test (Southwestern Publishing)  MLVS - developed test MLVS - developed test

## Northern California Service League

### Exit Requirement

#### Job Specific Skills

The OJT trainee must complete a minimum of 50% of the OJT hours for AEC attainments.

## Oceanview, Merged, Ingleside Community Association

### Exit Requirement

#### 1. Job Specific Skills

The OJT trainee must complete a minimum of 50% of the OJT hours for AEC attainments.

San Francisco Vocational Services - OJT

### Exit Requirement

#### 1. Job Specific Skills

The OJT trainee must complete a minimum of 50% of the OJT hours for AEC attainments.

## San Francisco Vocational Services - OCT

### Entry Requirements

1. Job Specific Skills: depending on the training course:
  - a. Secretarial/Word Processing - able to type at least 45 wpm and score a minimum composite of 400 points on the following SFVS developed course exams: Business English, Business Arithmetic, Business Correspondence, Business Simulations, Filing, Lotus 1, 2, 3, Record Keeping, and Word Processing.
  - b. General Office Assistant - able to type at least 30 wpm and score a minimum composite of 165 points on the following SFVS-developed course exams: Business English, Business Arithmetic, Business Correspondence, Filing, Record Keeping, and Word Processing.



- c. Medical Insurance Billing- able to type at least 30 wpm and perform 75 spm on the 10-key and score a minimum composite of 400 points on the following SFVS-developed course exams: Business English, Business Arithmetic, Business Correspondence Filing, Record Keeping, Word Processing, Medical Terminology, and Medical Billing.
- d. General Accounting Clerk - able to type at least 30 wpm and/or perform 75 spm on the 10-key and score a minimum composite of 185 points on the following SFVS-developed course exams: Business English, Business Arithmetic, Accounting, Lotus 1, 2, 3, and Record Keeping.
- e. Customer Service - able to type at least 20 wpm and score a minimum composite of 165 points on the following SFVS-developed course exams: Business Correspondence/ Clerical Production, Business Arithmetic, Business English, Record keeping, Customer Service Methods and Techniques and Workshops/Lab and Research.

#### Exit Requirements

##### 1. Job Specific Skills

- a. Secretarial/Word Processing - increase their typing speed by at least 10 wpm and score at least 680 points or improve by at least 100 points, whichever increase is greater, on the course exams.
- b. General Office Assistant - increase their typing speed by at least 10 wpm and score at least 440 points or improve by at least 100 points, whichever increase is greater, on the course exams.
- c. Medical Insurance Billing - increase their typing speed by at least 10 wpm and their 10-key by at least 50 spm and score at least 680 points or improve by at least 100 points, whichever increase is greater, on the course exams.
- d. General Account Clerk - increase their typing speed by at least 10 wpm and/or their 10-key by at least 50 spm and score at least 390 points or improve by at least 100 points, whichever increase is greater, on the course exams.
- e. Customer Service - increase their typing speed by at least 10 wpm and score at least 265 points or improve by at least 100 points, whichever increase is greater, on course exams.

#### **Swords to Plowshare - OJT**

#### Exit Requirement

##### 1. Job Specific Skills

The OJT trainee must complete a minimum of 50% of the OJT hours for AEC attainments.

#### **Third Baptist Church - IR**

#### Exit Requirement

##### 1. Job Specific Skills

The participants must receive a minimum of one half of the total planned hours of training for AEC attainments.

#### **YOUTH EMPLOYMENT COMPETENCIES - 82%**

#### **Asian Neighborhood Design - OCT**

#### Entry Requirements

##### 1. Basic Educational Skills

Maximum score of 60% on the AND developed Basic Math and Reading Test, and

##### 2. Job Specific Skills

Maximum score of 50% on the AND developed General Woodworking Test.

### Exit Requirements

1. Basic Educational Skills
  - a. Increase a minimum of one grade level in reading as determined by the Test of Adult Basic Education (TABE), and
- b. Participants must achieve the required math exit-test scores as determined by their individual entry-test scores:

Math Entry	Math Exit	Minimum Increase
10%	60%	50%
20%	70%	50%
30%	70%	40%
40%	70%	30%
50%	80%	30%
60%	90%	30%

2. Job Specific Skills

Participants must satisfactorily complete two competency-based hands-on projects as certified by the instructor and must also achieve the required exit-test scores on the AND General Woodworking Test as determined by their individual entry-test scores:

Woodworking Entry	Woodworking Exit	Minimum Increase
0%	50%	50%
10%	60%	50%
20%	70%	50%
30%	70%	40%
40%	70%	30%
50%	80%	30%

### **Community Educational Services -OESL**

#### Entry Requirements

1. Basic Educational Skills
  - score a maximum 50% on a CES developed English test,
2. Job Specific Skills
  - score a maximum 50% on a CES developed basic computer test, and

#### Exit Requirements

1. Basic Educational Skills
  - a. score 70% or higher on a CES developed English test, and
  - b. increase at least 50 percentage points on a CES developed math test if scored from 0 - 34% on the pre-test, or have improved at least 30 percentage points if scored from 35% - 65%, or have improved at least 5 percentage points if scored from 66% - 95%, and
2. Job Specific Skills
  - a. can type 35 words per minute if entered with no typing skills (0-15 wpm), can type 45 wpm if entered with typing skills of 16 -34 wpm, or increase their typing skills by at least 10 wpm if entered with typing skills of 35 wpm or more, and
  - b. can achieve 10-key 100 strokes per minute if entered with no 10-key skills (0-75 spm), or increased their 10-key skills by at least 25 spm if entered with 10-key skills at 76 spm or more, and
  - c. score 70% or higher on a CES developed basic computer test.

### **Mission Hiring Hall - OCT**

#### Entry Requirements

1. Basic Educational Skills  
score a maximum of 20% on the Achievement Review Test-A (Reading and Math)
2. Job Specific Skills  
score a maximum of 20% on the Press Operation test

#### Exit Requirements

1. Basic Educational Skills  
have improved at least fifty percentage points (Reading and Math) from the entry scores on the Achievement Review Test-A, and
2. Job Specific Skills  
passed the CCSF Press Operation test with minimum score of 70%

### **Mission Language And Vocational School - OCT**

COMPETENCY	BENCHMARK	MEANS OF MEASUREMENT
Basic Education Skills:	Minimum attainment of ESL	EPT (English Placement Test) or
ENTRY	400 for VESL I, II and one grade	TABE (Test of Adult Basic
VESL I - Max ESL 200	level improvement for all	Education)
VESL II - Max ESL 300	other components	
	Minimum math improvement	Test of Adult Basic Education
	of one full grade level	(TABE)
Job Specific Skills:		5-minute typing test
No minimum	20 words per minute	(Southwestern Publishing)
	net increase, 60 spm on the	
	10 key calculator, alpha/	MLVS - developed test
	numerical filing in 5 minutes	MLVS - developed test

### **STATE EDUCATION COORDINATION AND GRANTS - 8%**

#### **Arriba Juntos - GAIN - Adult Employment Competencies**

##### Entry Requirements

no minimum requirements

##### Exit Requirements

1. Basic Education Skills  
improve a minimum of three scale scores in reading and math as determined by the Comprehensive Adult Student Assessment System (CASAS), or
2. Job Specific Skills  
Occupational Classroom Training Component (Job Specific Skills) attain State-approved certification as a Certified Nursing Assistant.

#### **The Family School - GAIN - Youth Employment Competencies**

##### Entry Requirements

No minimum requirements

##### Exit Requirements

1. Basic Education Skills
  - a. improve a minimum of one grade level in both math and reading skills as determined by the ABLE, TABE, or the CASAS, or

- b. obtain a GED, and
- 2. Job Specific Skills  
satisfactorily complete 12 units of Early Childhood Education as evidenced by transcripts

#### **The Family School - GAIN - Adult Employment Competencies**

##### Entry Requirements

No minimum requirements

##### Exit Requirements

- 1. Basic Education Skills
  - a. improve a minimum of one grade level in both math and reading skills as determined by the ABLE, TABE, or the CASAS, or
  - b. obtain a GED, or
- 2. Job Specific Skills  
satisfactorily complete 12 units of Early Childhood Education as evidenced by transcripts

#### **INCENTIVE (JOSEPH BAILEY) - 5%**

#### **Potrero Hill Community Development Corp.**

##### Entry Requirements

No minimum

##### Exit Requirements

- 1. Basic Educational Skills:  
Participants will have improved two grade levels in both math and reading as determined by the Test of Adult Basic Education (TABE).

##### **Pre-Employment/Work Maturity Skills**

Youths must demonstrate proficiency in each of the eleven core competencies, provided that at least five of the learning objectives were achieved during the program intervention. Proficiency in these core competencies will be measured by the Comprehensive Adult Student Assessment System (CASAS) and teacher/counselor evaluations. The participant will be considered to be proficient if s/he attains a score of at least 78% in each of the eleven core competencies.

##### **A. Pre-employment Competencies**

- 1. Making career decisions
  - Identify personal needs, values, career capabilities, and interests
  - Identify career clusters
  - Identify skills used in one career that can be transferred to other careers
  - Identify responsibilities and characteristics of specific jobs
  - Obtain and use information about job training programs
  - Match appropriate skills, education, and experience to various occupations
  - Identify personal barriers which may affect employment and determine courses of action to remove barriers (guidance function)
  - Identify and develop strategies for establishing a career path with appropriate career goals
- 2. Using labor market information and conducting job search
  - Interpret current labor market trends including growth and demand occupations
  - Identify local job opportunities
  - Identify and use sources of information about job opportunities
  - Organize and implement a realistic plan of action for the job search
  - Complete a personal data sheet

- Identify the sources and procedures for obtaining legal documents needed for employment
  - Contact employers to ask for job information and job application procedures, using the telephone in the job search when appropriate
  - Identify and contact potential employers, using the telephone in the job search when appropriate
3. Preparing résumés and cover letter - develop a résumé and cover letter appropriate to career field
  4. Filling out an application - complete an application accurately
  5. Interviewing
    - Obtain job interviews
    - Arrange for transportation to the interview site
    - Demonstrate appropriate job-interviewing skills and behaviors
      - a) Communicate employment skills, experience, and history
      - b) Clarify wages, benefits, and concepts of employee organizations
    - Evaluate job interview
    - Follow up on an interview
    - Determine suitability of a job offer
    - Accept a job offer
- B. Work Maturity Competencies
1. Being consistently punctual - arriving to class on time and returning from breaks on time
  2. Maintaining regular attendance
    - Maintain an attendance record acceptable to the program/job
    - Give timely notice of absences and interruptions to work schedules
  3. Demonstrating positive attitudes/behaviors
    - Work effectively under stress
    - Be self-confident
    - Determine and follow worksites standards of behavior
    - Be reliable and dependable
    - Accept responsibility for one's actions
    - Adapt to changes in work responsibilities (flexibility)
    - Follow job safety and health rules
  4. Presenting appropriate appearance
    - Follow appropriate dress and hygiene practices
  5. Exhibiting good interpersonal relations
    - Discuss appropriate job-related concerns with supervisor
    - React appropriately to instructions and criticisms
    - Respond appropriately to various supervisory styles
    - Ask for clarification of written/oral communications
    - Cooperate with co-workers, supervisors, and the public
  6. Completing tasks effectively
    - Listen to and follow written/oral directions
    - Perform repetitive or unpleasant tasks
    - Work with minimal supervision
    - Adhere to schedules
    - Follow quality control guidelines and standards



PRIVATE INDUSTRY COUNCIL  
of San Francisco, Inc.

DOCUMENTS DEPT.

NOTICE of a PUBLIC MEETING  
of the  
PLANNING COMMITTEE

OCT 29 1996

SAN FRANCISCO  
PUBLIC LIBRARY

DATE: Tuesday November 5, 1996  
TIME: 10:00 - Noon.  
LOCATION: City College of San Francisco  
33 Gough Street  
Auditorium

*Public testimony on agenda items as authorized by the Committee chairman throughout the meeting*

**Agenda**

1. Adoption of agenda \*
2. Approval of minutes for the Planning Committee's August 28 meeting \*
3. Staff recommendations for mid-term adjustment to the JTPA PY'96 Plan (materials to follow) \*
4. Evaluation of 1996 Summer Programs (enclosed) \*
5. Public testimony on non-agenda items

\* *Requires Committee action*

*Issued October 25, 1996*



*If you require special accommodation due to a disability, please call Roberta Fazande at 931-7460 or TDD 749-3117 at least 72 hours in advance*

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(Chapter 67 of the San Francisco Administrative Code)**

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PRIVATE INDUSTRY COUNCIL  
*of San Francisco, Inc.*

MEMORANDUM

TO: MEMBERS, PLANNING COMMITTEE

DATE: OCTOBER 25, 1996

FROM: STEVE ARCELONA

SUBJECT: MATERIALS FOR PLANNING COMMITTEE MEETING SCHEDULED FOR TUESDAY,  
NOVEMBER 5, 1996

Enclosed is a portion of the material which will be discussed in our meeting scheduled for Tuesday, November 5. This material relates only to the 1996 Summer Program. Because of the volume and staff time required in the preparation, the staff recommendations for mid-term adjustment to the JTPA PY '96 plan will go out under a separate mailing.

I apologize for any inconvenience or confusion this may cause.

Enclosure

cc: Margine Sako, Mayor's Office  
Jeff Mori, MOCYF  
Joe Andrews, Mayor's Office  
Scott Winkler, JTPD  
Summer subcontractors (transmittal and agency evaluation)







PRIVATE INDUSTRY COUNCIL  
*of San Francisco, Inc.*

**1996 SUMMER YOUTH EMPLOYMENT AND TRAINING**

In 1996, work experience and academic enrichment activities were available to economically disadvantaged San Francisco youth between the ages of 14 and 21 through the Summer Youth Employment and Training Program (SYETP); the Say YES (Youth Employment for the Summer) Program; the Housing Authority Summer Youth Program (HASYP) and the Summer Training Employment Program (STEP). A total of 2,382 youth worked at 928 worksites throughout San Francisco. In addition, San Francisco's private sector effort, Jobs For Youth (JFY), provided employment opportunities for youth.

**Summer Youth Employment And Training Program (SYETP)**

The implementation of the 1996 Job Training Partnership Act (JTPA) Summer Youth Employment and Training Program was delayed by two months because of the uncertainty of the federal funding. In April, the Private Industry Council was notified that federal funds for the SYETP would be reinstated. The PIC staff immediately attempted to put together a "seamless" Summer Jobs Program for youth and their worksite supervisors by combining three separate funding sources under a single structure to create a "One Stop Center" System. The funding level of \$2,356,011 (a 28% cutback from PY 95) was allocated to fourteen subcontractors previously approved by the PIC to serve disabled youth, city-wide public and private school youth, older youth who had dropped out of school, and youth in the diverse geographical neighborhoods of San Francisco.

The plan was to serve up to one thousand nine hundred and twenty nine (1,929) youth in the work experience component; two hundred (200) youth in the educational component, forty (40) youth in the older youth educational component, and ninety six (96) youth through the Summer Training and Education Program (STEP). In addition, forty-six (46) MiniSTEP youth were served, but this program was funded by the Mayor's Office of Children, Youth, and their Families. STEP/MiniSTEP is a program for at risk youth who exhibit one or more risk factors and who are characteristic of a "drop out" profile. The program offers both work experience and academic/life skills instruction during the summer, and during the regular school year, STEP/Mini STEP students receive academic support from a Mentor Tutor. This program is administered jointly by the PIC and the SFUSD (a separate report will be written about STEP and Mini STEP).

Three agencies operated educational components. The San Francisco Unified School District (SFUSD) served public and private schools; the San Francisco Educational Services (SFES) served school drop outs; Careers Abound served disabled youth.

Ninety six (96) at risk youth were served through the STEP program. Youth received 102 hours of work experience; 88 hours of classroom instruction in reading and math; and 8 hours of Life Skills Opportunities (LSO) instruction.

All youth in the educational and work experience components were paid \$4.25 per hour, with the exception of the older youth/drop out component; these youth were paid \$5.00 per hour.

Youth recruited through the SFUSD worked from June 24, 1996 to August 9, 1996. Youth recruited through the thirteen community based organizations worked from July 1, 1996 to August 16, 1996. Due to a late start up, subcontractors were allowed to extend the participants' work experience to August 23, 1996. Youth worked an average of twenty (20) hours per week, up to a maximum of one hundred and fifty six (156) hours.

**Say YES (Youth Employment for the Summer) Program**

In response to the 28% cutback in funding for SYETP, Mayor Brown, Supervisor Yaki, Larry Stupski of Charles Schwab & Co., Rich Gunn of the Small Business Network and Elliot Hoffman of Just Desserts created the SAY YES campaign to fund additional employment opportunities for the youth of San Francisco. The Say YES effort piggy-backed on the Jobs For Youth effort by using the same telephone number. The campaign raised nearly \$375,000 to serve an additional two hundred and forty-two (242) youth. By utilizing the non-profit status of the PIC, contributors received credit for making a tax deductible

donation. The existing SYETP program structure was utilized to recruit and place youth, while also providing counseling and supportive services.

### **Housing Authority Summer Youth Program (HASYP)**

The Mayor's Office of Community Development also, in response to the federal cutback, identified approximately \$565,000 to hire an additional two hundred eighty-four (284) youth residing in public housing developments within federally designated Enterprise communities (areas with high poverty rates) throughout San Francisco. Youth worked in maintenance crews within public housing developments, and in public non-profit worksites.

### **Jobs For Youth (JFY)**

San Francisco's private sector campaign is a year round youth employment effort. Employers call the Jobs for Youth job line staffed by the State Employment Development Department (EDD). Youth are recruited through the schools, community organizations and EDD. The youth are prescreened and matched to meet employer requirements. Youth also receive job search assistance; including application completion, resume writing and interviewing techniques. This summer, 518 youth were hired from the Jobs For Youth Campaign. Included in this number were youth interns placed in private non profit agencies resulting from a donation from Chevron. Chevron has been donating funds to the PIC to place youth into summer jobs since 1983.

While targeting the younger and economically disadvantaged youths, the Say YES program allowed for some flexibility from the criteria used to determine eligibility in the federally financed SYETP program, including income, selective service status, etc.

### **PROGRAM OPERATORS FOR 1996:**

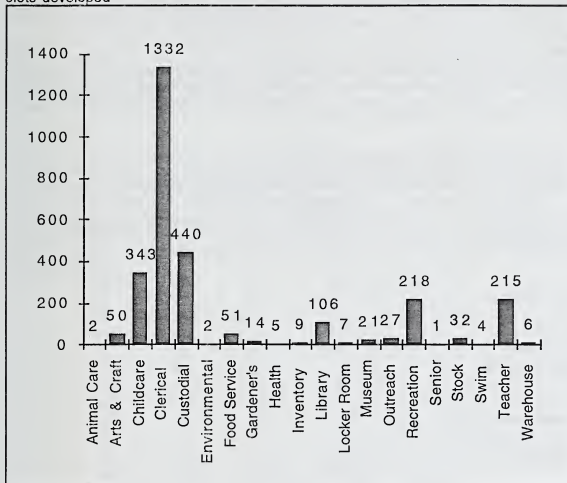
<b>Subcontractor</b>	<b>Area of Service</b>
Bernal Heights Center.....	Citywide non-public schools
Buchanan YMCA.....	Western Addition/Haight Ashbury
Careers Around.....	Citywide Severely Disabled
Chinatown Youth Center/ Directions.....	Richmond Sunset
Community Educational Services.....	Chinatown/North Beach
Horizons Unlimited of S.F.....	Mission
Ingleside Community Center.....	Oceanview/Merced/Ingleside
Mission Neighborhood Center.....	Outer Mission
Potrero Hill Neigh. House.....	Potrero Hill
San Francisco Educational Services.....	Citywide/Older Youth
San Francisco Unified School District.....	Citywide
Vietnamese Youth Development Center.....	Central City
Visitation Valley Community Center.....	Visitation Valley
Young Community Developers.....	Bayview Hunters Point

### **Recruitment and Eligibility Certification**

Recruitment of youth started in May. Subcontractors contacted previous participants to notify them that the program was still in existence. They conducted outreach to neighborhood schools and community centers, networked with other agencies and service providers, posted flyers and announced the existence of this year's program via the media. The first date on which eligibility determination for youths was scheduled was Saturday, May 17, 1996 and it continued through late July. Certifications were held at the temporary Private Industry Council Summer Office at 275 Hayes St. A total of 2,639 youth were certified as eligible to participate in the federally subsidized SYETP component. Many of these youths were served under the Say YES and HASYP components.

## Worksite Development and Participant Placement

Worksite development began in May and continued through June. A total of two thousand eight hundred and eighty five (2,885) slots were developed by subcontractors. Two thousand three hundred and eighty two (2,382) youth were placed at nine hundred and twenty eight (928) worksites throughout the city. Most of these worksites were certified by PIC staff. The chart below lists the types of jobs and the number of slots developed



A sample of 246 of the 928 worksites were monitored by PIC staff with the following ratings: twenty nine (29) were Excellent; one hundred and forty one (141) were Very Good; seventy four (74) were Good; and two (2) were rated as Satisfactory. Priorities for monitoring included all child care worksites, all new worksites, and sites that had not been monitored within the last two program years. Worksites were evaluated based on the quality of supervision, the presence of sufficient and meaningful work for the youth and the development of positive work ethics. Participants and their worksite supervisors consistently reported very positive experiences.

In addition to varied work experiences, the SFUSD collaborated with a number of agencies and San Francisco State University to provide academic enrichment for youth. These components were: the Arts, Theater, Nutrition and Science, Bike Program, and Cooperative Vocational Education Programs. Through these components, youth were placed at various worksites that provided training and development in many interesting areas. Curricula stressed the importance of academic skills and work based learning. Four workshops were included with each of these components.

### Educational Component

The goal of the 1996 SYETP was to continue to reinforce the integration of work and learning. The Department of Labor emphasizes that Service Delivery Areas should strive to serve the greatest number of economically disadvantaged youth while providing meaningful worksites and educational enrichment. Subcontractors provided each youth with an objective assessment and an Individual Service Strategy

Plan (ISS). The ISS was developed to assess the youth's academic and work skills, interest in a particular job, and future educational/vocational goals.

Youth whose assessment scores indicated deficiencies in math and/or reading skills were referred to the education component.

The San Francisco Unified School District, Careers Abound, and the San Francisco Educational Services provided education programs. The SFUSD provided classroom instruction in the areas of reading, vocabulary, and math for a total of one hundred and twenty nine (129) youth. Classes were held for 2 hours and 45 minutes in the morning for a total of 22 instructional days: from June 24, 1996 to July 24, 1996. Computer assisted instruction was incorporated along with counseling, guidance, and parent education activities. Mission High School served as the site. Four (4) youth from Careers Abound attended class at their site. A total of one hundred and eighteen (118) youth completed with good attendance and a passing grade. They received five (5) elective credits.

The table below lists the enrollment data:

**1996 SYETP Enrollment  
San Francisco Unified School District's Educational Component**

Community Based Organization	Enrollment			
	Goal	Referrals	Enrolled	Completed
Bernal Heights Neighborhood Center.....	9	1	1	0
Buchanan YMCA .....	15	2	2	1
Careers Abound .....	4	5	4	3
Community Educational Services.....	8	5	5	5
CYC/Directions.....	21	6	5	5
Horizons Unlimited of S.F.....	19	18	18	15
Ingleside Community Center.....	6	3	3	2
Potrero Hill Neighborhood Center.....	5	2	2	1
Precita Center.....	8	1	1	1
S.F. Unified School District.....	76	89	81	78
Vietnamese Youth Development Center.....	11	3	3	3
Visitation Valley Community Center.....	7	0	0	0
Young Community Developers.....	11	4	4	4
<b>Total</b>	<b>200</b>	<b>139</b>	<b>129</b>	<b>118</b>

The San Francisco Educational Services provided an educational work experience component for older youth, 16-21 years, who had dropped out of school. Youth attended reading, language arts, and math classes 8 hours per week, while working 12 hours per week. They also received training on the PC and gained valuable computer skills. Child care was offered, as needed; and the youth were paid \$5.00 per hour for a total of 20 hours per week.

#### **Labor Market Orientation**

All SYETP youth were required to participate in a Labor Market Orientation (LMO). Each community based organization provided workshops, mock interviews, videotaped interviews, skits, guest speakers, discussion groups, and job fairs. The topics selected covered areas that are important to the youth's development and future employment/career goals. Topics included job readiness, self-esteem, worksite etiquette, AIDS awareness and prevention, teen pregnancy, cultural diversity, substance abuse, college admission/financial aid assistance, and the occupational outlook into the 21st century.

SFUSD used a different approach with the LMO due to the large number of youth served. A Learning Activity Packet(LAP) was given to youth to complete with the assistance of the Work Experience Advisor. The packet was entitled "How to be Successful on your SYETP Job," and focused on learning about the worksite, establishing good rapport with worksite supervisors and coworkers, and how to access personal, general and occupational skills. Understanding your paycheck, banking, budgeting, and tax information (filing W-2 tax forms) were also covered in the packet.

### **Payroll/Fiscal**

As a result of the SAY YES campaign, two payroll agents were utilized. New Way Workers processed payroll for the SAY YES program. Payroll for the SYETP, HASYP, and STEP was processed by the PIC payroll unit. In the early stages of the program, there were some delays in processing payroll; miscommunications between the different payroll units, and incomplete and late timesheets. However, subcontractor and payroll staff worked together to provide solutions. Pay checks were delivered to the subcontractor sites and this process went smoothly.

### **MIS**

Due to the late program start up, there were some delays in processing certifications. MIS and subcontractor staff worked closely to resolve problems regarding documentation of eligibility. The MIS termination workshop was well attended.

### **Conclusion**

This year's SYETP was made possible through the collaborative efforts of a true public partnership. City business and community based organizations demonstrated a commitment to the youth of San Francisco by providing them with high quality educational/work experience programs. On September 17, 1996 an Appreciation Reception hosted by Charles Schwab & Co. was held at Cathedral Hill Hotel to thank all people involved for their hard work and to celebrate successful summer programs which included 2,382 youth from the SYETP, Say YES, and HASYP, 46 youths through the Mini STEP program, and 518 with Jobs for Youth. Through all of their efforts, a grand total of 2,946 youth were given the opportunity to work and learn.





**BERNAL HEIGHTS NEIGHBORHOOD CENTER**  
**Subcontractor Evaluation – Bridgette Lery**

Bernal Heights Neighborhood Center (BHNC) administered a very good Summer Youth Employment and Training Program (SYETP) in 1996. Last year's Area Supervisor was replaced mid- June, one Team Leader took on the additional responsibilities of Program Assistant, and four (4) more Team Leaders were hired. The Team Leaders managed between sixteen (16) and twenty (20) participants each.

The late start of the program this year meant that BHNC had difficulty recruiting youth from non-public schools, which end for summer earlier than public schools. Also, many youth and worksite supervisors were under the impression that the program would not be funded this year. The agency targeted recruitment efforts to youth from group homes and other social service agencies. Approximately one-hundred twenty (120) applications were distributed and one-hundred (100) were returned.

BHNC recruited worksites by contacting those sites who participated in the 1995 program, by networking within the non-profit community, and by using the phone book. Approximately ninety five (95) slots were developed, at thirty (30) different worksites.

Participant certification began May 30th. Certification continued through the beginning of August and by July 26<sup>th</sup>, a total of 84 youths cleared certification.

Placement of participants began on July 1<sup>st</sup> and continued through the beginning of August. Ten (10) group orientations were conducted by the Team Leaders. The remaining orientations were done on an as-needed basis with individual youths. The Individual Service Strategy (ISS) skill sheet was used as much as possible to match the youth's interests and skills with job requirements.

SYETP staff were oriented as-needed during several meetings. The experienced Team Leaders provided information and training for the new Team Leaders. Regularly scheduled staff meetings occurred every other Tuesday.

Worksite supervisors were oriented one-on-one by the Team Leaders. As with the staff and youth orientations, it was not possible to schedule group orientations because youth continued to come on board in small numbers throughout the duration of the program.

The Labor Market Orientation (LMO) was held August 6th and 7th in two sessions. The speakers addressed relevant topics which made for a dynamic LMO. Some of the topics discussed included: personal money management, sexual decision making, college and street smarts. The BHNC staff did a good job of holding the interest of a critical audience of young people.

Due to a late program start-up, many youth recruited had already enrolled in summer school. Therefore, the Center referred one youth to the Educational Component. This youth eventually dropped this part of the program, but continued with the work experience.

Nine (9) worksites were monitored. One (1) was rated Excellent, five (5) Very Good, and three (3) Good. Feedback regarding the assistance of the Team Leaders and Area Coordinator was consistently favorable. All of the worksites monitored understood the challenges the Center faced this year, and were impressed with the staff's hard work.

The payroll process went smoothly, although paydays became more hectic later in the program because BHNC became short-staffed when some of the Team Leaders left the program early. BHNC subcontract negotiations were very successful and the MIS paperwork was completed on time.

BHNC operated a successful summer program serving the youth of San Francisco attending non-public schools.





## SYETP SUBCONTRACTOR EVALUATION

SUBCONTRACTOR: Bernal Heights Neighborhood Center  
PROG.COMPL.SPECIALIST: Bridgette Lery  
SUBCONT. REPRESENTATIVE: Bill Schwalb

DATE: August 29, 1996

### I. RECRUITMENT AND SELECTION OF STAFF

- A. What staff positions were filled by the subcontractor for the SYETP?  
The Area Coordinator was hired June 24. One Team Leader (T.L.) became a T.L./Program Assistant. Four TLs were hired additionally.
- B. What were the caseloads for Team Leaders/Teacher Advisors?  
The caseload for each staff was sixteen to twenty (16-20) participants.
- C. Were there any staff changes? YES ☒ NO ☐  
If YES, please explain:  
The standing Area Coordinator took a leave and was replaced June 24.
- D. Was staff well informed of subcontractor's goals and program requirements? YES ☒ NO ☐  
If NO, please explain:
- E. Were there any other staffing problems? YES ☒ NO ☐  
If YES, please explain:  
The Area Coordinator was not hired until mid-summer.  
Also one TL took vacation for one month mid-program. The agency also ended up overstaffed.

### II. RECRUITMENT AND SELECTION OF PARTICIPANTS

- A. Subcontractor's Slot level: 86 (JTPA) Service level: 92
- B. How many applications did the subcontractor distribute? 120
- C. How many applications were returned to the subcontractor? 100
- D. Were any special efforts made to recruit previously under served ethnic/age groups? YES ☒ NO ☐  
If YES, what were the results?  
Mostly Latino youth.
- E. Were any out-of-district waivers requested? YES ☒ NO ☐  
If YES, how many? 7  
What was (were) the reason(s)?  
Some were previously served youth and some were gang related and for safety reasons, needed to work in BHNC's area.
- F. How and when were the applicants recruited?  
Youth were recruited throughout the month of July.
- G. How were participants selected from the applicant pool?  
For Say "YES", proof of ability to work legally and residence was required. For SYETP, additionally, proof of family income was required.

- H. Were there any recruitment and selection problems? YES ☒ NO ☐

If YES, please explain and any actions taken to rectify them:

Program started too late to adequately reach non-public school youth. Also, many did not think the program would be running this year. BHNC recruited from group homes and other social service agencies to help boost the numbers.

### III. PARTICIPANT CERTIFICATION

- A. Fill in Table I below with subcontractor's certification information:

DATE	# SCHED.	# SHOWED	% SHOWED	# MISSING DOCUMENTS
05/30/96		3		
06/13/96		21		
06/19/96		16		
06/25/96		21		
06/28/96		10		
07/03/96		6		
07/09/96		4		
07/12/96		15		

Total = 54% Total = 101

- B. How many cleared certification by June 21? 15

- C. How many cleared certification by July 1? 34

A total of 86 youth cleared certification.

- D. Was one copy of the masterlist submitted on time and completed correctly? YES ☒ NO ☐  
If NO, please explain:
- E. Were youths needing SFUSD photo I.D.s noted on the masterlist? YES ☐ NO ☒
- F. Did the subcontractor staff adequately assist during certification? YES ☒ NO ☐  
If NO, please explain:

### IV. WORKSITE DEVELOPMENT

- A. How and when were worksites developed?  
Sites from last years were contacted. Also, the phonebook was used and they networked within the non-profit community.
- B. Was there a variety of job duties available to the youths? YES ☒ NO ☐  
If NO, please explain:  
However, there was a disproportionate number of clerical sites.
- C. Please describe the types of jobs (percentage breakdown, if possible)

	# SLOTS	PERCENT
Clerical	50	52 %
Custodial	4	4 %
Childcare	5	5 %
Stock Aide	3	3 %
Recreation Aide	17	18 %
Library Aid	15	16 %
Arts & Crafts Aide	2	2 %
Other	0	0 %
Total	96	100 %

D. How many job slots were developed and submitted to the PIC by:

	# SLOTS
April 28	0
June 7	11
June 28	85
Total	96

E. How many job slots were submitted after the June 6 deadline?

job slots: 2                      work sites: 1

F. What was the total number of worksites that were developed? 96

G. Were the majority of Worksite Requests and MOUs completed correctly? YES [X] NO [ ]

If NO, please explain:

H. Did the subcontractor use any worksites from previous years that were evaluated as poor or unacceptable? YES [ ] NO [X]

If YES, please explain?

I. Did subcontractor develop any worksites whose jobs were for fewer than 7.8 weeks? YES [X] NO [ ]

If YES, what arrangements were made for the youth to complete hours?

Extended hours per week.

#### V. PARTICIPANT PLACEMENT

A. How and when were the participants placed at worksites?

Youths were placed based on their interests and the worksite requirements.

B. Was the Individual Service Strategy Plan used to complete this process? YES [X] NO [ ]

Whenever time permitted.

C. How many youths started work on July 1, 1996? 25

When did the subcontractor meet its slot level?

Eighty (80) youth were hired. Subcontractor did not meet its slot level of 86.

D. Were the youths interests and qualifications matched to worksite requirements? YES [X] NO [ ]

If YES, please explain:

E. Were all youths given referral slips to their worksites? YES [X] NO [ ]

If NO, please explain:

F. Were any youths placed before they cleared certification? YES [ ] NO [X]

If YES, please explain:

G. Were any youths placed at uncertified worksites? YES [ ] NO [X]

If YES, please explain:

H. Did the subcontractor utilize the Determination of Certification notices (re: number, job titles child labor law restrictions) to place its youths? YES [X] NO [ ]

If NO, please explain:

#### VI. ORIENTATIONS

##### Team Leader Orientation

A. How, when and by whom was the orientation conducted?

Experienced TL's oriented the inexperienced TL's on an as-needed basis during staff meetings.

- B. Were all Team Leaders oriented? YES ☒ NO ☐  
If NO, please explain:
- C. Was attendance maintained? YES ☒ NO ☐  
If NO, please explain:
- D. Were the duties of the Team Leader clearly defined? YES ☒ NO ☐  
If NO, please explain:
- E. Were all areas of the program adequately explained? YES ☒ NO ☐  
If NO, please explain:
- F. What was the general quality of the orientation? Poor ☐ Very Good ☐  
Satisfactory ☒ Excellent ☐

Please explain: **Orientations were not ideally organized because of the program's late start.**

#### Worksite Supervisor Training

- A. How, when and by whom was the orientation conducted?  
**TL's oriented supervisors one-on-one on an as-needed basis.**
- B. Were all Worksite Supervisors oriented? YES ☒ NO ☐  
If NO, please explain:
- C. Was attendance maintained? YES ☒ NO ☐  
If NO, please explain:
- D. Were all areas of the program (relevant to the supervisors) adequately explained? YES ☒ NO ☐  
If NO, please explain:
- E. What was the general quality of the orientation? Poor ☐ Very Good ☒  
Satisfactory ☐ Excellent ☐

Please explain: **Orientation were thorough and personalized.**

#### Participant Orientation

- A. How, when and by whom were the orientations conducted?  
**During July, about ten (10) small groups and several individual orientations were conducted.**
- B. Did all participants receive an orientation? YES ☒ NO ☐  
If NO, please explain:
- C. Was attendance maintained? YES ☒ NO ☐  
If NO, please explain:
- D. Were all areas of the program adequately explained? YES ☒ NO ☐  
If NO, please explain:
- E. What was the general quality of the orientation? Poor ☐ Very Good ☒  
Satisfactory ☐ Excellent ☐

Please explain: **Orientations were personalized and thorough.**

### **VII. LABOR MARKET ORIENTATION**

- A. Date(s) of Labor Market Orientation(s): **August 6, 1996 and August 7, 1996**  
Location(s): **Bernal Heights Neighborhood Center**

- B. Were all pertinent subjects covered? YES [ X ] NO [ ]  
If NO, please explain:
- C. How was attendance maintained? Sign In/Out sheets.
- D. Did the Labor Market Orientation schedule take into account youths attending summer school? YES [ ] NO [ X ]  
If NO, please explain:  
Summer school was over.
- E. Were make-up sessions scheduled for those who did not attend? YES [ ] NO [ X ]  
If NO, please explain:  
No time.
- F. What was the general quality of the subcontractor LMO? Poor [ ] Good [ ]  
Satisfactory [ ] Very Good [ X ]  
Excellent [ ]

Please explain: Good guest speakers. Current, relevant topics covered at a comfortable, conversational level.

#### VIII. EDUCATIONAL COMPONENT

For all subcontractors

- A. What test instruments were used to assess participants' math and reading skills?  
CASAS.
- B. Were the tests conducted in a standardized manner? YES [ X ] NO [ ]  
If NO, please explain:
- C. What percentage of the youths were assessed as having reading grade levels below the 7th grade? 32%  
What percentage of the youths were assessed as having math grade levels below the 7th grade? 36%  
What percentage of the youths were assessed as having both reading and math grade levels below the 7th grade?
- D. Were the assessment results documented? YES [ X ] NO [ ]  
If NO, please explain:
- E. Were the results available to PIC staff for review? YES [ X ] NO [ ]  
If NO, please explain:
- F. How were the youths selected for the computer-assisted math/reading classes?  
The program's late start meant by the time of testing, many youths were already in summer school.
- G. How many youths did the subcontractor refer to the educational component? 1
- H. Did the subcontractor refer its required number of youths to the SFUSD educational component by June 9? YES [ ] NO [ X ]  
If NO, please explain: Program started late.  
By the beginning of the program? YES [ ] NO [ X ]  
If NO, please explain: The youth was in the process of getting her pink sheet.
- I. Did the subcontractor maintain a waiting list? YES [ ] NO [ X ]  
If NO, please explain:

- J. Did the subcontractor need to use it? YES ☐ NO ☒  
If YES, please explain:
- K. How many youths dropped out of the remedial classes? 1
- L. What were the subcontractor's motivational techniques?  
N/A - most youth were in summer school.

#### IX. COUNSELING

- A. What were the Team Leaders/Teacher Advisors caseloads?  
16-20 youths each
- B. Were they reasonable and equitable? YES ☒ NO ☐  
If NO, please explain:
- C. Did the Team Leaders/Teacher Advisors visit the worksites at least once every two weeks? YES ☒ NO ☐  
If NO, please explain:
- D. Was the visit documented on the I.S.S. Skill Progress Report? YES ☒ NO ☐
- E. Did youths and supervisors know the names of the Team Leaders/Teacher Advisors and feel they were accessible and responsive to them? YES ☒ NO ☐  
If NO, please explain:
- F. Did the Team Leaders/Teacher Advisors solve worksite problems in a professional and expeditious manner? YES ☒ NO ☐  
If NO, please explain:
- Comments:

#### X. MONITORING (Program Compliance Specialist)

- A. What percentage of the subcontractor's worksites were monitored? 30%
- B. Did worksites adhere to the Worksite Request, MOU and certification forms (correct number of youths, job duties, etc.)? YES ☒ NO ☐  
If NO, please explain:
- C. Were worksites supplied with all the necessary paperwork (timesheets, evaluations, emergency forms, etc.)? YES ☒ NO ☐  
If NO, please explain:
- D. What was the overall quality of the supervision and work experience for the youths?
- |              |                          |           |                                     |
|--------------|--------------------------|-----------|-------------------------------------|
| Poor         | <input type="checkbox"/> | Very Good | <input checked="" type="checkbox"/> |
| Satisfactory | <input type="checkbox"/> | Excellent | <input type="checkbox"/>            |
- Please explain: All sites provided at least good supervision and work experience, but most were above average.
- E. Number of worksites rated:
- |           |   |              |   |
|-----------|---|--------------|---|
| Excellent | 1 | Satisfactory | 0 |
| Very Good | 5 | Poor         | 0 |
| Good      | 3 | Unacceptable | 0 |

#### XI. PAYROLL

- A. Were masterlists submitted correctly, completely, and on schedule? YES ☒ NO ☐  
If NO, please explain:

- B. Were signature verification cards completed correctly and on schedule? YES ☐ NO ☒  
If NO, please explain:  
**Most were correct, but a few each payroll were problematic.**
- C. Were work permits completed for all youths' by the first payday? YES ☒ NO ☐  
If NO, please explain:
- D. Were at least 90% of the timesheets submitted on time and correctly completed? YES ☒ NO ☐  
If NO, please explain:
- E. Were there any worksites with recurring timesheet problems? YES ☐ NO ☒  
If YES, which one(s):
- F. Were LMO workshop hours added and initialed by subcontractor staff? YES ☒ NO ☐  
If NO, please explain:
- G. Did subcontractor staff respond to PIC requests for corrections? YES ☒ NO ☐  
If NO, please explain:
- H. How were paydays? Poor ☐ Very Good ☐  
Satisfactory ☐ Excellent ☐  
Good ☒

Please explain: **Paydays became more hectic towards the end when BHNC became short-staffed.**

Comments:

## XII. FISCAL

- A. Did subcontract negotiations go well? YES ☒ NO ☐  
If NO, please explain:
- B. What was the cost per participant served? **\$1,000**
- C. Were invoices submitted on time and completed correctly? YES ☒ NO ☐  
If NO, please explain:
- D. Were expenditures in line with budget projections? YES ☒ NO ☐  
If NO, please explain:
- E. Was supporting documentation kept on file and available to the PIC staff for review? YES ☒ NO ☐  
If NO, please explain:
- F. Were sign in/out and timesheets maintained correctly for subcontractor staff? YES ☒ NO ☐  
If NO, please explain:
- G. Did subcontractor maintain time distribution sheets if part of a regular staff's salary was charged to the SYETP? YES ☒ NO ☐  
If NO, please explain:
- H. Were any subcontract modifications necessary? YES ☐ NO ☒  
If YES, please explain:
- I. Did the subcontractor have any problems managing its funds? YES ☐ NO ☒  
If YES, please explain:



- J. Were the subcontractor's financial records maintained by internal accounting/  
bookkeeping personnel or by an external financial service provider?

YES [ X ] No [ ]

**Internal accounting.**

**XIII. MIS**

- A. Were the participants' reading grade levels recorded on the applications (PIC 1)  
in a timely manner?

YES [ ] NO [ X ]

If NO, please explain: **Late start of program.**

- B. Were the JTPA Termination of Active Enrollment forms (JTA 3 ESF) completed correctly and  
submitted to the PIC within three (3) working days of the termination date for the  
youth who left the work experience program early?

YES [ ] NO [ X ]

If NO, please explain: **No time.**

- C. Were the JTPA Termination of Active Enrollment forms (JTA 3 ESF) submitted correctly  
and on time?

YES [ X ] NO [ ]

If NO, please explain:

**CAREERS ABOUND, INC.**  
**Subcontractor Evaluation - Mollie Copeland**

Careers Abound (CA) administered an excellent Summer Youth Employment and Training Program. One new Area Supervisor and one Team Leader, who returned from 1995, were appointed. The Executive Director continued in her position.

Certification of participants began June 5<sup>th</sup> with twenty-two (22) youth scheduled. Thirty-four (34) were scheduled for June 14<sup>th</sup>, with a few more on June 26<sup>th</sup> and on an individual basis until July 26<sup>th</sup> in which time a total of 40 were certified. Worksite request forms were sent early in May through June 14 and twelve new worksites were utilized. Participants were matched to worksites during the month of June, with 28 youth beginning their jobs July 1<sup>st</sup>. The slot level of thirty-nine (39) was met on July 26<sup>th</sup>.

Careers Abound developed worksites by calling previously used sites and by developing new ones. A total of forty-four (44) job slots were developed in a variety of occupational fields

Worksite supervisors were given individual orientations at their sites. Participants were given orientations at Careers Abound by the Area Supervisor and the Team Leader. Five (5) youth were referred to the Educational Component and four (4) completed the program. Youth received \$4.25 an hour, 5 units of academic credit, plus improved reading and math skills.

The Labor Market Orientation was held July 30<sup>th</sup> in the City College auditorium. The speakers were carefully chosen for this audience. The Area Supervisor and the Team Leader encouraged participation from the youth and showed respect for what each had to say. This was an excellent Labor Market Orientation.

The Area Supervisor visited all worksites on a regular basis. Both he and the Team Leader provided counseling to participants and were available to supervisors and youth by telephone and in person.

Forty-four percent (44%) or seven (7) worksites were monitored this year. The ratings were as follows: (1) Excellent; (2) Very Good, and (3) Good.

The payroll process ran smoothly this year. Both P.I.C. payroll staff members who worked with Careers Abound commented on how unusually conscientious the Area Supervisor was.

Fiscal procedures and contract negotiations went very well. Invoices and timesheets were completed correctly. M.I.S. paperwork was turned in as requested.

Overall, it was a pleasure to work with Careers Abound this summer. The newly appointed Area Supervisor, Mr. Ali Amiri, is to be commended for his very thorough and superior work. During the first weeks of the program, he spent a considerable amount of time making sure correct procedures were followed, ensuring a successful program.



## SYETP SUBCONTRACTOR EVALUATION

SUBCONTRACTOR: **Careers Abound**  
PROG.COMPL.SPECIALIST: **Mollie Copeland**  
SUBCONT. REPRESENTATIVE: **Ali Amiri**

DATE: **September 6, 1996**

### I. RECRUITMENT AND SELECTION OF STAFF

- A. What staff positions were filled by the subcontractor for the SYETP?  
**One Area Supervisor**  
**One Team Leader**  
**One Executive Director**
- B. What were the caseloads for Team Leaders/Teacher Advisors?  
**The area supervisor visited the worksites. He and the Team Leader shared orientation and counseling duties.**
- C. Were there any staff changes? YES ☐ NO ☒  
If YES, please explain:
- D. Was staff well informed of subcontractor's goals and program requirements? YES ☒ NO ☐  
If NO, please explain:
- E. Were there any other staffing problems? YES ☐ NO ☒  
If YES, please explain:

### II. RECRUITMENT AND SELECTION OF PARTICIPANTS

- A. Subcontractor's Slot level: **39** Service level: **42**
- B. How many applications did the subcontractor distribute? **120**
- C. How many applications were returned to the subcontractor? **98**
- D. Were any special efforts made to recruit previously under served ethnic/age groups? YES ☐ NO ☒  
If YES, what were the results?  
**Ethnic and all age groups already well served.**
- E. Were any out-of-district waivers requested? YES ☐ NO ☒  
If YES, how many?  
What was (were) the reason(s)?
- F. How and when were the applicants recruited?  
**Applicants were recruited from the public and private schools and referrals from therapists and counselors. Participants from past years with Careers Abound were contacted.**
- G. How were participants selected from the applicant pool?  
**First-come, first-serve. Careers Abound staff were already acquainted with the participants.**

- H. Were there any recruitment and selection problems?  
If YES, please explain and any actions taken to rectify them:

YES ☐ NO ☒

### III. PARTICIPANT CERTIFICATION

- A. Fill in Table I below with subcontractor's certification information:

DATE	# SCHED.	# SHOWED	% SHOWED	# MISSING DOCUMENTS
06/05/96		22	13	
06/14/96		34		
06/26/96		3		

A total of 40 were certified.

- B. How many cleared certification by June 21? 23

- C. How many cleared certification by July 1? 27

- D. Was one copy of the masterlist submitted on time and completed correctly? YES ☒ NO ☐  
If NO, please explain:

- E. Were youths needing SFUSD photo I.D.s noted on the masterlist? YES ☒ NO ☐

- F. Did the subcontractor staff adequately assist during certification? YES ☒ NO ☐  
If NO, please explain:

### IV. WORKSITE DEVELOPMENT

- A. How and when were worksites developed?

Worksite request forms were mailed out early in May through June 14. Twelve (12) new worksites were utilized in addition to previously established ones.

- B. Was there a variety of job duties available to the youths? YES ☒ NO ☐  
If NO, please explain:

- C. Please describe the types of jobs (percentage breakdown, if possible)

	# SLOTS	PERCENT
Clerical	9	20%
Custodial	17	39%
Childcare	10	23%
Stock Aide	0	0%
Recreation Aide	5	11%
Library Aid	0	0%
Arts & Crafts Aide	0	0%
Other	3	7%
Total	44	100%

- D. How many job slots were developed and submitted to the PIC by:

	# SLOTS
May 15	0
June 7	28
June 28	44
Total	44

- E. How many job slots were submitted after the June 6 deadline?  
job slots: 0      worksites: 0

- F. What was the total number of worksites that were developed? 44
- G. Were the majority of Worksite Requests and MOUs completed correctly? YES [ X ] NO [ ]  
If NO, please explain:
- H. Did the subcontractor use any worksites from previous years that were evaluated as poor or unacceptable? YES [ ] NO [ X ]  
If YES, please explain:
- I. Did subcontractor develop any worksites whose jobs were for fewer than 7.8 weeks? YES [ X ] NO [ ]  
If YES, what arrangements were made for the youth to complete hours?  
**To make up hours at Careers Around.**

#### V. PARTICIPANT PLACEMENT

- A. How and when were the participants placed at worksites?  
**Participants were referred to worksites during the month of June by Careers Around staff.**
- B. Was the Individual Service Strategy Plan used to complete this process? YES [ X ] NO [ ]  
**Whenever time permitted.**
- C. How many youths started work on July 1, 1996? 28  
When did the subcontractor meet its slot level? July 26
- D. Were the youths interests and qualifications matched to worksite requirements? YES [ X ] NO [ ]  
If YES, please explain:
- E. Were all youths given referral slips to their worksites? YES [ X ] NO [ ]  
If NO, please explain:
- F. Were any youths placed before they cleared certification? YES [ ] NO [ X ]  
If YES, please explain:
- G. Were any youths placed at uncertified worksites? YES [ ] NO [ X ]  
If YES, please explain:
- H. Did the subcontractor utilize the Determination of Certification notices (re: number, job titles child labor law restrictions) to place its youths? YES [ X ] NO [ ]  
If NO, please explain:

#### VI. ORIENTATIONS

##### Team Leader Orientation

- A. How, when and by whom was the orientation conducted?  
**The Team Leader had participated in the 1995 CA SYETP. She received updated information through this summer from the Area Supervisor.**
- B. Were all Team Leaders oriented? YES [ X ] NO [ ]  
If NO, please explain:
- C. Was attendance maintained? YES [ X ] NO [ ]  
If NO, please explain:
- D. Were the duties of the Team Leader clearly defined? YES [ X ] NO [ ]  
If NO, please explain:
- E. Were all areas of the program adequately explained? YES [ X ] NO [ ]  
If NO, please explain:

- F. What was the general quality of the orientation?      Poor      [   ]      Very Good      [   ]  
    Satisfactory      [   ]      Excellent      [ X ]

Please explain: **The Area Supervisor also attended the Team Leader orientation given by the PIC staff at 275 Hayes St.**

Worksite Supervisor Training

- A. How, when and by whom was the orientation conducted?  
**Supervisors were given individual orientations at their worksites during the time youth began work by the CA Area Supervisor and the Team Leader.**

- B. Were all Worksite Supervisors oriented?      YES [ X ]      NO [   ]  
     If NO, please explain:

- C. Was attendance maintained?      YES [ X ]      NO [   ]  
     If NO, please explain:

- D. Were all areas of the program (relevant to the supervisors) adequately explained?      YES [ X ]      NO [   ]  
     If NO, please explain:

- E. What was the general quality of the orientation?      Poor      [   ]      Very Good      [ X ]  
    Satisfactory      [   ]      Excellent      [   ]

Please explain:

Participant Orientation

- A. How, when and by whom were the orientations conducted?  
**Participants were given orientation at Careers Abound by the Area Supervisor and the Team Leader, prior to beginning work.**

- B. Did all participants receive an orientation?      YES [ X ]      NO [   ]  
     If NO, please explain:

- C. Was attendance maintained?      YES [ X ]      NO [   ]  
     If NO, please explain:

- D. Were all areas of the program adequately explained?      YES [ X ]      NO [   ]  
     If NO, please explain:

- E. What was the general quality of the orientation?      Poor      [   ]      Very Good      [   ]  
    Satisfactory      [   ]      Excellent      [ X ]

Please explain:

**VII. LABOR MARKET ORIENTATION**

- A. Date(s) of Labor Market Orientation(s): **July 30, 1996**  
     Location(s): **33 Gough in City College Auditorium**

- B. Were all pertinent subjects covered?      YES [ X ]      NO [   ]  
     If NO, please explain:

- C. How was attendance maintained?  
**Sign In/Out sheets.**

- D. Did the Labor Market Orientation schedule take into account youths attending summer school?      YES [ X ]      NO [   ]  
     If NO, please explain:

- E. Were make-up sessions scheduled for those who did not attend? YES ☒ NO ☐  
 If NO, please explain:  
**Those unable to attend were given Labor Market Information on a one-to-one basis.**

- F. What was the general quality of the subcontractor LMO? Poor ☐ Good ☐  
 Satisfactory ☐ Very Good ☐  
 Excellent ☒

Please explain: **The speakers were very good and carefully chosen for this audience. When one scheduled speaker was unable to attend at the last minute the area supervisor and the Team Leader stepped in and gave an excellent impromptu presentation. They encouraged a lot of participation from the youth and respect was shown for what each youth had to contribute.**

## VIII. EDUCATIONAL COMPONENT

For all subcontractors

- A. What test instruments were used to assess participants' math and reading skills?  
**San Diego Quick Test for reading, CASAS for math.**
- B. Were the tests conducted in a standardized manner? YES ☒ NO ☐  
 If NO, please explain:
- C. What percentage of the youths were assessed as having reading grade levels below the 7th grade? **82%**  
 What percentage of the youths were assessed as having math grade levels below the 7th grade? **62%**  
 What percentage of the youths were assessed as having both reading and math grade levels below the 7th grade?
- D. Were the assessment results documented? YES ☒ NO ☐  
 If NO, please explain:
- E. Were the results available to PIC staff for review? YES ☒ NO ☐  
 If NO, please explain:
- F. How were the youths selected for the computer-assisted math/reading classes?  
**Parents and counselors of youth who are eligible were contacted. Eligible youth were selected.**
- G. How many youths did the subcontractor refer to the educational component? **5**
- H. Did the subcontractor refer its required number of youths to the SFUSD educational component by June 9? YES ☒ NO ☐  
 If NO, please explain:  
 By the beginning of the program? YES ☒ NO ☐  
 If NO, please explain:
- I. Did the subcontractor maintain a waiting list? YES ☐ NO ☒  
 If NO, please explain: **Only those selected had shown interest in the Ed. Comp.**
- J. Did the subcontractor need to use it? YES ☐ NO ☒  
 If YES, please explain:
- K. How many youths dropped out of the remedial classes? **1**
- L. What were the subcontractor's motivational techniques?  
**\$4.25 per hour for attendance and class participation plus 5 units of academic credit plus encouragement to improve reading and math skills.**



## IX. COUNSELING

- A. What were the Team Leaders/Teacher Advisors caseloads?  
The area supervisor visited all worksites. He and the Team Leader shared counseling at the CA office, which the youth visited frequently.
- B. Were they reasonable and equitable? YES [ X ] NO [ ]  
If NO, please explain:
- C. Did the Team Leaders/Teacher Advisors visit the worksites at least once every two weeks? YES [ X ] NO [ ]  
If NO, please explain:
- D. Was the visit documented on the I.S.S. Skill Progress Report? YES [ X ] NO [ ]
- E. Did youths and supervisors know the names of the Team Leaders/Teacher Advisors and feel they were accessible and responsive to them? YES [ X ] NO [ ]  
If NO, please explain:
- F. Did the Team Leaders/Teacher Advisors solve worksite problems in a professional and expeditious manner? YES [ X ] NO [ ]  
If NO, please explain:

Comments:

## X. MONITORING (Program Compliance Specialist)

- A. What percentage of the subcontractor's worksites were monitored? 7 out of 16 43%
- B. Did worksites adhere to the Worksite Request, MOU and certification forms (correct number of youths, job duties, etc.)? YES [ X ] NO [ ]  
If NO, please explain:
- C. Were worksites supplied with all the necessary paperwork (timesheets, evaluations, emergency forms, etc.)? YES [ X ] NO [ ]  
If NO, please explain:
- D. What was the overall quality of the supervision and work experience for the youths?
- |              |     |           |       |
|--------------|-----|-----------|-------|
| Poor         | [ ] | Very Good | [ X ] |
| Satisfactory | [ ] | Excellent | [ ]   |
- Please explain:
- E. Number of worksites rated:
- |           |   |              |   |
|-----------|---|--------------|---|
| Excellent | 1 | Satisfactory | 0 |
| Very Good | 2 | Poor         | 0 |
| Good      | 4 | Unacceptable | 0 |

## XI. PAYROLL

- A. Were masterlists submitted correctly, completely, and on schedule? YES [ X ] NO [ ]  
If NO, please explain:
- B. Were signature verification cards completed correctly and on schedule? YES [ X ] NO [ ]  
If NO, please explain:
- C. Were work permits completed for all youths' by the first payday? YES [ X ] NO [ ]  
If NO, please explain:
- D. Were at least 90% of the timesheets submitted on time and correctly completed? YES [ X ] NO [ ]  
If NO, please explain:

- E. Were there any worksites with recurring timesheet problems?  
If YES, which one(s): YES ☐ NO ☒
- F. Were LMO workshop hours added and initialed by subcontractor staff?  
If NO, please explain: YES ☒ NO ☐
- G. Did subcontractor staff respond to PIC requests for corrections?  
If NO, please explain: YES ☒ NO ☐
- H. How were paydays? Poor ☐ Very Good ☐  
Satisfactory ☐ Excellent ☒  
Good ☐

Please explain: **Both payroll staff who worked with Ali said he was exceptionally conscientious, not only always on time but more often early.**

Comments:

## XII. FISCAL

- A. Did subcontract negotiations go well?  
If NO, please explain: YES ☒ NO ☐
- B. What was the cost per participant served? **\$1,000**
- C. Were invoices submitted on time and completed correctly?  
If NO, please explain: YES ☒ NO ☐
- D. Were expenditures in line with budget projections?  
If NO, please explain: YES ☒ NO ☐
- E. Was supporting documentation kept on file and available to the PIC staff for review?  
If NO, please explain: YES ☒ NO ☐
- F. Were sign in/out and timesheets maintained correctly for subcontractor staff?  
If NO, please explain: YES ☒ NO ☐
- G. Did subcontractor maintain time distribution sheets if part of a regular staff's salary was charged to the SYETP?  
If NO, please explain: YES ☒ NO ☐
- H. Were any subcontract modifications necessary?  
If YES, please explain: YES ☐ NO ☒
- I. Did the subcontractor have any problems managing its funds?  
If YES, please explain: YES ☐ NO ☒
- J. Were the subcontractor's financial records maintained by internal accounting/  
bookkeeping personnel or by an external financial service provider?  
**Internal accounting.** YES ☒ No ☐

## XIII. MIS

- A. Were the participants' reading grade levels recorded on the applications (PIC 1)  
in a timely manner?  
If NO, please explain: **Late start of program.** YES ☒ NO ☐

- B. Were the JTPA Termination of Active Enrollment forms (JTA 3 ESF) completed correctly and submitted to the PIC within three (3) working days of the termination date for the youth who left the work experience program early? YES [ X ] NO [ ]  
If NO, please explain: No time.
- C. Were the JTPA Termination of Active Enrollment forms (JTA 3 ESF) submitted correctly and on time? YES [ X ] NO [ ]  
If NO, please explain:

**CHINATOWN YOUTH CENTER/DIRECTIONS**  
**Subcontractor Evaluation - Rosario Mercado-Lecitona**

The Chinatown Youth Center/Directions (CYC/D), under the direction of the newly designated Program Director, Lisa Chan, conducted a very good Summer Youth Employment and Training Program (SYETP). CYC/D staff exerted great efforts to meet program objectives and requirements.

Staff consisted of a Program Director, Program Coordinator, Education Coordinator, Program Assistant and six (6) Team Leaders. Staff members were recruited and hired in June and July. Each Team Leader maintained a caseload of approximately 27 to 38 youths.

CYC/D began recruitment in April by contacting the hundreds of Richmond/Sunset youth who had applied for employment programs throughout the city. Flyers were sent to various public and alternative high schools and to neighborhood middle schools. The Department of Social Services, group homes and other agencies also received flyers. Special efforts were made to meet participant characteristic goals for African-American and Latino youths. Applicant preference was based on the following: those who were referred by the Juvenile Justice System, youth residing in group foster homes, those receiving AFDC or other financial assistance and single parents. Five hundred (500) applications were distributed throughout the month of April.

CYC/D certification went smoothly. Six (6) certifications were held between May and June. By June 24<sup>th</sup>, one hundred and seventy three (173) youths had cleared certification.

Worksite development began in early April. Previous worksites and potential new sites were identified and contacted. Overall, 257 job slots were developed and there were a variety of occupational fields available to the youths.

Fourteen (14) worksites were monitored and received the following ratings: one (1) excellent; nine (9) very good and four (4) good. Feedback from participants and worksite supervisors was consistently favorable.

Participant orientations began on June 24<sup>th</sup>. Youths were interviewed by staff members in order to determine career goals and work options in order to place them in appropriate jobs. Worksite supervisors were given clear, thorough orientations on a one to one basis.

Labor Market Orientations were given on August 5<sup>th</sup>, 6<sup>th</sup> and 8<sup>th</sup>. All the participants were able to attend on their scheduled dates. The quality of the Labor Market Orientation was very good.

CYC/Directions was not able to meet its slot level (24) for the educational component because of the delay in hiring an education coordinator for the program. However, six (6) students were referred and five (5) successfully completed the program. The Education Coordinator maintained contact with students on a regular basis throughout the program.

CYC/Directions performed well in aspects of payroll. The initial and final subcontract negotiations went smoothly, and invoices were in line with budgeted amounts.

CYC/Directions' staff were dedicated to providing youth employment in their community. Overall, CYC/Directions ran a very good SYETP and provided the youth of the Richmond/Sunset area with jobs and an opportunity to gain valuable work experience.

9/11/96



## SYETP SUBCONTRACTOR EVALUATION

SUBCONTRACTOR: Chinatown Youth Center/Directions

DATE: September 6, 1996

PROG.COMPL.SPECIALIST: Rosario Mercado-Lecitona

SUBCONT.REPRESENTATIVE: Lisa Chan

### I. RECRUITMENT AND SELECTION OF STAFF

- A. What staff positions were filled by the subcontractor for the SYETP?  
One Program Director - Lisa Chan  
One Program Coordinator - Therese Hui  
One Program Assistant - Erin Lam  
One Education Coordinator - Kimberly Bossi  
One Senior Team Leader - Lisa Rivera  
Five Team Leaders - Joseph He, June Hoang, Sandy Tran, Wayland Wong, and Dan Hua
- B. What were the caseloads for Team Leaders/Teacher Advisors?  
Caseloads range from 28 to 38 youth per team leader.
- C. Were there any staff changes? YES ☒ NO ☐  
If YES, please explain: Kent Woo, the former program director resigned on June 30 and the SYETP was administered by a newly designated program director.
- D. Was staff well informed of subcontractor's goals and program requirements? YES ☒ NO ☐  
If NO, please explain:
- E. Were there any other staffing problems? YES ☐ NO ☒  
If YES, please explain:

### II. RECRUITMENT AND SELECTION OF PARTICIPANTS

- A. Subcontractor's Slot level: 210 Service level: 225
- B. How many applications did the subcontractor distribute? 502
- C. How many applications were returned to the subcontractor? 550
- D. Were any special efforts made to recruit previously under served ethnic/age groups? YES ☒ NO ☐  
If YES, what were the results?  
CYC/Directions staff had increased outreach efforts to draw other populations like the Latino and African-American youths residing in the Richmond/Sunset District but have been met with limited success.
- E. Were any out-of-district waivers requested? YES ☒ NO ☐  
If YES, how many? 1  
What was (were) the reason(s)? Youth couldn't work in his own District because of turf issue.
- F. How and when were the applicants recruited?  
CYC/D began recruitment on April, by contacting the hundreds of Richmond/Sunset youth who have applied for employment programs throughout the city. The staff worked in coordination with the District's group homes and community agencies.
- G. How were participants selected from the applicant pool?  
Preference was given to those who were referred by the Juvenile Justice System, residing in a group foster home, receiving AFDC, or other financial assistance and a

single teen parent. Unqualified youths were referred to the agency's New Work Program and New Ways Workers.

- H. Were there any recruitment and selection problems?

YES [ ] NO [X]

If YES, please explain and any actions taken to rectify them:

### III. PARTICIPANT CERTIFICATION

- A. Fill in Table I below with subcontractor's certification information:

DATE	# SCHED.	# SHOWED	% SHOWED	# MISSING DOCUMENTS
05/17/96	64	62	97%	
05/28/96	72	69	95%	
06/12/96	48	42	87%	
06/21/96	20	17	85%	
07/11/96	12	10	83%	
07/16/96	5	3	6%	

- B. How many cleared certification by June 21? 184

- C. How many cleared certification by July 1? 204

A total of 216 youth cleared certification.

- D. Was one copy of the masterlist submitted on time and completed correctly?

YES [X] NO [ ]

If NO, please explain:

- E. Were youths needing SFUSD photo I.D.s noted on the masterlist?

YES [ ] NO [X]

- F. Did the subcontractor staff adequately assist during certification?

YES [X] NO [ ]

If NO, please explain:

### IV. WORKSITE DEVELOPMENT

- A. How and when were worksites developed?

CYC/D began recruiting worksites in early April. Staff sent recruitment packets to prospective sites. Untapped sites were also identified and contacted. By the end of June, CYC/D had recruited 99 positions of which approximately 95 were utilized.

- B. Was there a variety of job duties available to the youths?

YES [X] NO [ ]

If NO, please explain:

- C. Please describe the types of jobs (percentage breakdown, if possible)

	# SLOTS	PERCENT
Clerical	158	61%
Custodial	0	0%
Childcare	32	13%
Stock Aide	2	0%
Recreation Aide	22	9%
Library Aid	0	0%
Arts & Crafts Aide	0	0%
Other	43	17%

(Stock Aides, Library Aides, Gardeners, and Outreach Aides)

D. How many job slots were developed and submitted to the PIC by:

	# SLOTS
May 15	0
June 7	215
June 28	42
Total	257

E. How many job slots were submitted after the June 6 deadline?

job slots: 1                      worksites: 1

F. What was the total number of worksites that were developed? 257

G. Were the majority of Worksite Requests and MOUs completed correctly? YES [ X ] NO [ ]

If NO, please explain:

H. Did the subcontractor use any worksites from previous years that were evaluated as poor or unacceptable?

YES [ ] NO [ X ]

If YES, please explain:

I. Did subcontractor develop any worksites whose jobs were for fewer than 7.8 weeks? YES [ ] NO [ X ]

If YES, what arrangements were made for the youth to complete hours?

#### V. PARTICIPANT PLACEMENT

A. How and when were the participants placed at worksites?

CYC/D began participant placements on June 24. The staff first oriented the participants in small groups and were individually placed according to their career interest and job skills. The participants were given all the necessary forms and materials.

B. Was the Individual Service Strategy Plan used to complete this process? YES [ X ] NO [ ]

C. How many youths started work on July 1, 1996? 174

When did the subcontractor meet its slot level? By the end of July, 206 JTPA students were placed.

D. Were the youths interests and qualifications matched to worksite requirements? YES [ X ] NO [ ]

If YES, please explain:

E. Were all youths given referral slips to their worksites? YES [ X ] NO [ ]

If NO, please explain:

F. Were any youths placed before they cleared certification? YES [ ] NO [ X ]

If YES, please explain:

G. Were any youths placed at uncertified worksites? YES [ ] NO [ X ]

If YES, please explain:

H. Did the subcontractor utilize the Determination of Certification notices (re: number, job titles child labor law restrictions) to place its youths?

YES [ X ] NO [ ]

If NO, please explain:

#### VI. ORIENTATIONS

##### Team Leader Orientation

A. How, when and by whom was the orientation conducted?



The Program Director provided orientation on July 5 to all staff by describing the objectives, procedures, policies, and regulation of SYETP and CYC/Direction. The staff were also familiarized with all relevant PIC forms and provided the SYETP calendar, Supervisor, and Participant Handbooks.

- B. Were all Team Leaders oriented? YES ☒ NO ☐  
If NO, please explain:
- C. Was attendance maintained? YES ☒ NO ☐  
If NO, please explain:
- D. Were the duties of the Team Leader clearly defined? YES ☒ NO ☐  
If NO, please explain:
- E. Were all areas of the program adequately explained? YES ☒ NO ☐  
If NO, please explain:
- F. What was the general quality of the orientation? Poor ☐ Very Good ☒  
Satisfactory ☐ Excellent ☐

Please explain: The orientation was thorough and informative.

#### Worksite Supervisor Training

- A. How, when and by whom was the orientation conducted?  
The Team Leaders conducted Supervisor orientations during the week of June 27. The Team Leaders described the SYETP goals, supervisor's responsibilities, payroll and timesheets, grievance procedures, termination policy, and emergency information.
- B. Were all Worksite Supervisors oriented? YES ☒ NO ☐  
If NO, please explain:
- C. Was attendance maintained? YES ☒ NO ☐  
If NO, please explain:
- D. Were all areas of the program (relevant to the supervisors) adequately explained? YES ☒ NO ☐  
If NO, please explain:
- E. What was the general quality of the orientation? Poor ☐ Very Good ☒  
Satisfactory ☐ Excellent ☐

Please explain: The Team Leaders visited their assigned worksites and provided the orientation, 15 to 30 minutes per supervisor.

#### Participant Orientation

- A. How, when and by whom were the orientations conducted?  
CYC/Directions staff began youth orientations and placements on June 24. The orientations were conducted in groups and consist of an overview of the participants' handbooks covering general information of the SYETP.
- B. Did all participants receive an orientation? YES ☒ NO ☐  
If NO, please explain:
- C. Was attendance maintained? YES ☒ NO ☐  
If NO, please explain:
- D. Were all areas of the program adequately explained? YES ☒ NO ☐  
If NO, please explain:



If NO, please explain:

- F. How were the youths selected for the computer-assisted math/reading classes?  
The Education Coordinator screened the participants in relation to their grade levels. Certified youths who scored two grade levels below their actual grade level were contacted by phone, informed of their eligibility.
- G. How many youths did the subcontractor refer to the educational component? 5
- H. Did the subcontractor refer its required number of youths to the SFUSD educational component by June 9? YES ☐ NO ☒  
If NO, please explain: Because of the delay in hiring of Education Coordinator due to the delay in the funding of the overall program, CYC/Direction was not able to refer any students to Mission High School on the first day.  
By the beginning of the program? YES ☐ NO ☒  
If NO, please explain: Due to the delay in the hiring of the Education Coordinator.
- I. Did the subcontractor maintain a waiting list? YES ☒ NO ☐  
If NO, please explain:
- J. Did the subcontractor need to use it? YES ☐ NO ☒  
If YES, please explain:
- K. How many youths dropped out of the remedial classes? 0
- L. What were the subcontractor's motivational techniques?  
The Education Coordinator explained the advantages of units of graduation credits, earning wages while going to school and being allowed to choose their jobs first.

#### IX. COUNSELING

- A. What were the Team Leaders/Teacher Advisors caseloads?  
Each Team Leader handled a caseload of 28 to 38 students.
- B. Were they reasonable and equitable? YES ☒ NO ☐  
If NO, please explain:
- C. Did the Team Leaders/Teacher Advisors visit the worksites at least once every two weeks? YES ☒ NO ☐  
If NO, please explain:
- D. Was the visit documented on the I.S.S. Skill Progress Report? YES ☒ NO ☐
- E. Did youths and supervisors know the names of the Team Leaders/Teacher Advisors and feel they were accessible and responsive to them? YES ☒ NO ☐  
If NO, please explain:
- F. Did the Team Leaders/Teacher Advisors solve worksite problems in a professional and expeditious manner? YES ☒ NO ☐  
If NO, please explain:  
Comments: The Team Leaders visited the worksites to observe the day to day activities and development of the participants.

#### X. MONITORING (Program Compliance Specialist)

- A. What percentage of the subcontractor's worksites were monitored? 20%

B. Did worksites adhere to the Worksite Request, MOU and certification forms (correct number of youths, job duties, etc.)? YES [ X ] NO [ ]  
If NO, please explain:

C. Were worksites supplied with all the necessary paperwork (timesheets, evaluations, emergency forms, etc.)? YES [ X ] NO [ ]  
If NO, please explain:

D. What was the overall quality of the supervision and work experience for the youths? Poor [ ] Very Good [ X ]  
Satisfactory [ ] Excellent [ ]

Please explain:

E. Number of worksites rated: Excellent 1 Satisfactory 0  
Very Good 9 Poor 0  
Good 4 Unacceptable 0

#### XI. PAYROLL

A. Were masterlists submitted correctly, completely, and on schedule? YES [X] NO [ ]  
If NO, please explain:

B. Were signature verification cards completed correctly and on schedule? YES [ X ] NO [ ]  
If NO, please explain:

C. Were work permits completed for all youths' by the first payday? YES [ ] NO [ X ]  
If NO, please explain: The SFUSD did not have the work permits ready until the fourth pay period.

D. Were at least 90% of the timesheets submitted on time and correctly completed? YES [ X ] NO [ ]  
If NO, please explain:

E. Were there any worksites with recurring timesheet problems? YES [ ] NO [ X ]  
If YES, which one(s):

F. Were LMO workshop hours added and initialed by subcontractor staff? YES [ X ] NO [ ]  
If NO, please explain:

G. Did subcontractor staff respond to PIC requests for corrections? YES [ X ] NO [ ]  
If NO, please explain:

H. How were paydays? Poor [ ] Very Good [ X ]  
Satisfactory [ ] Excellent [ ]  
Good [ ]

Please explain:

Comments: The staff of CYC/Directions were helpful during paydays.

#### XII. FISCAL

A. Did subcontract negotiations go well? YES [ X ] NO [ ]  
If NO, please explain:

B. What was the cost per participant served? \$1,000

C. Were invoices submitted on time and completed correctly? YES [ X ] NO [ ]  
If NO, please explain:

- D. Were expenditures in line with budget projections? YES ☒ NO ☐  
If NO, please explain:
- E. Was supporting documentation kept on file and available to the PIC staff for review? YES ☒ NO ☐  
If NO, please explain:
- F. Were sign in/out and timesheets maintained correctly for subcontractor staff? YES ☒ NO ☐  
If NO, please explain:
- G. Did subcontractor maintain time distribution sheets if part of a regular staff's salary was charged to the SYETP? YES ☒ NO ☐  
If NO, please explain:
- H. Were any subcontract modifications necessary? YES ☐ NO ☒  
If YES, please explain:
- I. Did the subcontractor have any problems managing its funds? YES ☐ NO ☒  
If NO, please explain:
- J. Were the subcontractor's financial records maintained by internal accounting/bookkeeping personnel or by an external financial service provider? YES ☒ No ☐

By: May Gutchinov

### XIII. MIS

- A. Were the participants' reading grade levels recorded on the applications (PIC 1) in a timely manner? YES ☐ NO ☒  
If NO, please explain: **CYC/D did not write down the reading and math scores in the beginning of the certification process. Math and reading scores were provided.**
- B. Were the JTPA Termination of Active Enrollment forms (JTA 3 ESF) completed correctly and submitted to the PIC within three (3) working days of the termination date for the youth who left the work experience program early? YES ☐ NO ☒  
If NO, please explain: **No notification has been made from CYC/D and MIS cannot provide termination for them.**
- C. Were the JTPA Termination of Active Enrollment forms (JTA 3 ESF) submitted correctly and on time? YES ☒ NO ☐  
If NO, please explain:

**COMMUNITY EDUCATIONAL SERVICES (CES)**  
**Subcontractor Evaluation - Lydia Rajasekhar**

The Community Educational Services (CES) administered a very good Summer Youth Employment and Training Program (SYETP) and the "Say YES" program. The Area Supervisor operated the project with the assistance of three (3) Team Leaders, and appeared to have a tremendous responsibility to run this program. The Area Supervisor needed additional help. Each Team Leader had a caseload of thirty-five (35) participants.

Recruitment of participants started in May. Recruitment was publicized throughout the community thru flyers posted at various locations, including libraries and community organizations. Announcements were made in Mission, Galileo and Newcomer High Schools. Over 400 applications were distributed, and 325 were returned. Staff interviewed the participants. Priority was given to youths who were older, have no prior work experience, poor academic achievers and with limited English proficiency.

CES had three (3) certifications scheduled between June 10<sup>th</sup> and July 5<sup>th</sup>. Attendance ranged from 81% to 86%. Master lists were completed properly, and submitted on time. One hundred and forty four (144) youths were cleared certification by July 1<sup>st</sup>. The slot level was met by the last week of June. Participants for the "Say YES" program were cleared later.

Worksite development started in April. Worksites from previous years were contacted and quite a few interesting new worksites were developed. Fifty-eight (58) worksites and one hundred eighty-eight (188) job slots were developed by June 28<sup>th</sup>.

Participants were placed at worksites by the Team Leaders on July 1, 1996. The Team Leaders matched the youth's skills and interests with the various job requirements in the worksite request forms. Approximately 88 youth started working on the first day of the program.

The Team Leaders' Orientation was given by the Area Supervisor. He trained the Team Leaders, and their duties were clearly defined. Orientation of participants and worksite supervisors were given on an individual basis by the Team Leaders, and was effective.

The Labor Market Orientation (LMO) was held on July 14, 1996 at Telegraph Hill Neighborhood Center. The LMO was very well planned, nicely presented and all pertinent areas were covered. Five (5) youths were referred to the Educational Component, and all of them successfully completed the program.

Thirty percent (30%) of the worksites were monitored this year. Most of them received a very good rating. Worksite Supervisors seemed very pleased with the youth's performance. Area Supervisors' planning and guidance was well appreciated by the worksites.

Payroll procedures went well. Most of the time sheets were turned in on time. The subcontractor provided assistance to the payroll clerk during scheduled paydays. Contract negotiation went smoothly..

CES administered a very good SYETP. CES had an energetic, resourceful and excellent staff. Participants and Worksite Supervisors expressed that the Area Supervisor and Team Leaders were accessible and responsive. The communication and efforts from the staff, specially from Tyson Yee, made this year's program an over all success.



## SYETP SUBCONTRACTOR EVALUATION

SUBCONTRACTOR: Community Educational Services

DATE: September 6, 1996

PROG.COMPL.SPECIALIST: Lydia Rajsekhar

SUBCONT. REPRESENTATIVE: Mr. Tyson Yee

### I. RECRUITMENT AND SELECTION OF STAFF

- A. What staff positions were filled by the subcontractor for the SYETP?  
Area Supervisor and three (3) Team Leaders were hired to administer the 1996 Summer Youth Program.
- B. What were the caseloads for Team Leaders/Teacher Advisors?  
Thirty-three (33) per Team Leader.
- C. Were there any staff changes? YES [ ] NO [X]  
If YES, please explain:
- D. Was staff well informed of subcontractor's goals and program requirements? YES [X] NO [ ]  
If NO, please explain:
- E. Were there any other staffing problems? YES [ ] NO [X]  
If YES, please explain:

### II. RECRUITMENT AND SELECTION OF PARTICIPANTS

- A. Subcontractor's Slot level: JTPA - 77 Service level: 83  
Say YES - 15
- B. How many applications did the subcontractor distribute? 400
- C. How many applications were returned to the subcontractor? 325
- D. Were any special efforts made to recruit previously underserved ethnic/age groups? YES [X] NO [ ]  
If YES, what were the results?  
African American youth were recruited this year.
- E. Were any out-of-district waivers requested? YES [X] NO [ ]  
If YES, how many? 13  
What was (were) the reason(s)?  
The youth are Chinese speaking.
- F. How and when were the applicants recruited?  
In mid-April, fliers and applications were distributed throughout Chinatown including libraries, schools, and community organizations.
- G. How were participants selected from the applicant pool?  
Older youth and those with no previous experience and with severe economic needs were selected.
- H. Were there any recruitment and selection problems? YES [ ] NO [X]  
If YES, please explain and any actions taken to rectify them:



### III. PARTICIPANT CERTIFICATION

- A. Fill in Table I below with subcontractor's certification information:

DATE	# SCHED.	# SHOWED	% SHOWED	# MISSING DOCUMENTS
06/10/96	92	79	85.86%	
06/22/96	75	65	86.66%	
07/05/96	18	3	16.66%	
Total	185	147	79.46%	

- B. How many cleared certification by June 16? 55
- C. How many cleared certification by June 26? 88
- D. Was one copy of the masterlist submitted on time and completed correctly? YES [ X ] NO [ ]  
If NO, please explain:
- E. Were youths needing SFUSD photo I.D.s noted on the masterlist? YES [ ] NO [ X ]
- F. Did the subcontractor staff adequately assist during certification? YES [ X ] NO [ ]  
If NO, please explain:

### IV. WORKSITE DEVELOPMENT

- A. How and when were worksites developed?  
Worksite development started in April. The staff sent worksite request forms to all agencies who participated in the past.
- B. Was there a variety of job duties available to the youths? YES [ X ] NO [ ]  
If NO, please explain:
- C. Please describe the types of jobs (percentage breakdown, if possible)
- |              | # SLOTS | PERCENT |
|--------------|---------|---------|
| Clerical     | 93      | 65.49%  |
| Childcare    | 13      | 9.15%   |
| Kitchen Aide | 1       | .70%    |
| Other        | 35      | 24.64%  |
- D. How many job slots were developed and submitted to the PIC by:
- |         |     |
|---------|-----|
| May 15  | 0   |
| June 7  | 65  |
| June 28 | 23  |
| July 22 | 12  |
| Total   | 100 |
- E. How many job slots were submitted after the June 3 deadline?  
job slots: 36      worksites: 27
- F. What was the total number of jobs slots that were developed? 188
- G. Were the majority of Worksite Requests and MOUs completed correctly? YES [ X ] NO [ ]  
If NO, please explain:
- H. Did the subcontractor use any worksites from previous years that were evaluated as poor or unacceptable? YES [ ] NO [ X ]  
If YES, please explain:  
N/A

- I. Did subcontractor develop any worksites whose jobs were for fewer than 7.8 weeks? YES ☐ NO ☒  
If YES, what arrangements were made for the youth to complete hours?

#### V. PARTICIPANT PLACEMENT

- A. How and when were the participants placed at worksites?  
Participants were placed at worksites by Team Leaders on the 28th, 29th, and 30th of June 1996.
- B. Was the Individual Service Strategy Plan used to complete this process? YES ☒ NO ☐
- C. How many youths started work on June 26th? 75  
When did the subcontractor meet its slot level? Last week of June
- D. Were the youths interests and qualifications matched to worksite requirements? YES ☒ NO ☐  
If YES, please explain:  
Team Leaders interviewed the youth and matched the skills and interests to worksite requirements.
- E. Were all youths given referral slips to their worksites? YES ☒ NO ☐  
If NO, please explain:
- F. Were any youths placed before they cleared certification? YES ☐ NO ☒  
If YES, please explain:
- G. Were any youths placed at uncertified worksites? YES ☒ NO ☐  
If YES, please explain:  
Three (3) participants worked at EDD which is not certified. But the site was certified last year and is an excellent site. The error was corrected.
- H. Did the subcontractor utilize the Determination of Certification notices (re: number, job titles child labor law restrictions) to place its youths? YES ☒ NO ☐  
If NO, please explain:

#### VI. ORIENTATIONS

##### Team Leader Orientation

- A. How, when and by whom was the orientation conducted?  
Orientation was given to all Team Leaders on June 25 by PIC and also by the Area Supervisor on June 10.
- B. Were all Team Leaders oriented? YES ☒ NO ☐  
If NO, please explain:
- C. Was attendance maintained? YES ☒ NO ☐  
If NO, please explain:
- D. Were the duties of the Team Leader clearly defined? YES ☒ NO ☐  
If NO, please explain:
- E. Were all areas of the program adequately explained? YES ☒ NO ☐  
If NO, please explain:
- F. What was the general quality of the orientation? Poor ☐ Very Good ☒  
Satisfactory ☐ Excellent ☐  
Please explain:  
The Area Supervisor gave orientation to the Team Leaders and trained them thoroughly and their duties were clearly defined.

Worksite Supervisor Training

- A. How, when and by whom was the orientation conducted?  
**Worksite Supervisors' orientation was conducted by the Team Leaders on an individual basis.**
- B. Were all Worksite Supervisors oriented? YES ☒ NO ☐  
If NO, please explain:
- C. Was attendance maintained? YES ☐ NO ☒  
If NO, please explain:  
**Not necessary.**
- D. Were all areas of the program (relevant to the supervisors) adequately explained? YES ☒ NO ☐  
If NO, please explain:
- E. What was the general quality of the orientation? Poor ☐ Very Good ☒  
Satisfactory ☐ Excellent ☐  
Please explain:  
**Orientation was given by Team Leaders on an individual basis. SYETP Handbook and procedures were clearly explained.**

Participant Orientation

- A. How, when and by whom were the orientations conducted?  
**Orientation was conducted by an Area Supervisor and the Team Leaders. The Participant Handbook was thoroughly discussed with them.**
- B. Did all participants receive an orientation? YES ☒ NO ☐  
If NO, please explain:
- C. Was attendance maintained? YES ☒ NO ☐  
If NO, please explain:  
**N/A**
- D. Were all areas of the program adequately explained? YES ☒ NO ☐  
If NO, please explain:
- E. What was the general quality of the orientation? Poor ☐ Very Good ☒  
Satisfactory ☐ Excellent ☐  
Please explain:

**VII. LABOR MARKET ORIENTATION**

- A. Date(s) of Labor Market Orientation(s): **July 14, 1996**  
Location(s): **Telegraph Hill Neighborhood Center, 660 Lombard Street.**
- B. Were all pertinent subjects covered? YES ☒ NO ☐  
If NO, please explain:
- C. How was attendance maintained?  
**By letting participants sign and attendance sheet.**
- D. Did the Labor Market Orientation schedule take into account youths attending summer school? YES ☒ NO ☐  
If NO, please explain:
- E. Were make-up sessions scheduled for those who did not attend? YES ☒ NO ☐  
If NO, please explain:  
**Make ups were scheduled on July 8 and 8, 1996.**

- F. What was the general quality of the subcontractor LMO?      Poor      [   ]      Good      [   ]  
    Satisfactory      [   ]      Very Good      [ X ]  
        Excellent      [   ]

Please explain:

# **VIII. EDUCATIONAL COMPONENT**

For all subcontractors

- A. What test instruments were used to assess participants' math and reading skills?  
**Wide Range Achievement Test; WRAT 3**
- B. Were the tests conducted in a standardized manner?      YES [   ]      NO [   ]  
 If NO, please explain:
- C. What percentage of the youths were assessed as having reading grade levels below the 7th grade?      36%  
 What percentage of the youths were assessed as having math grade levels below the 7th grade?      72%  
 What percentage of the youths were assessed as having both reading and math grade levels below the 7th grade?      54%
- D. Were the assessment results documented?      YES [ X ]      NO [   ]  
 If NO, please explain:
- E. Were the results available to PIC staff for review?      YES [ X ]      NO [   ]  
 If NO, please explain:
- F. How were the youths selected for the computer-assisted math/reading classes?  
**If the participant scored low in math and reading tests, they were given priority to attend the ED Component.**
- G. How many youths did the subcontractor refer to the educational component?      5
- H. Did the subcontractor refer its required number of youths to the SFUSD educational component by June 17, 1996?      YES [ X ]      NO [   ]  
 If NO, please explain:  
 By the beginning of the program?      YES [ X ]      NO [   ]  
 If NO, please explain:
- I. Did the subcontractor maintain a waiting list?      YES [ X ]      NO [   ]  
 If NO, please explain:
- J. Did the subcontractor need to use it?      YES [   ]      NO [ X ]  
 If YES, please explain:
- K. How many youths dropped out of the remedial classes?      0
- L. What were the subcontractor's motivational techniques?  
**Youths were informed that they would get paid and for attending school, a GED credits.**

# **IX. COUNSELING**

- A. What were the Team Leaders/Teacher Advisors caseloads?  
**Thirty-five (35) for each Team Leader.**
- B. Were they reasonable and equitable?      YES [ X ]      NO [   ]  
 If NO, please explain:

- C. Did the Team Leaders/Teacher Advisors visit the worksites at least once every two weeks?  
If NO, please explain: YES [ X ] NO [ ]
- D. Was the visit documented on the I.S.S. Skill Progress Report? YES [ X ] NO [ ]
- E. Did youths and supervisors know the names of the Team Leaders/Teacher Advisors and feel they were accessible and responsive to them?  
If NO, please explain: YES [ X ] NO [ ]
- F. Did the Team Leaders/Teacher Advisors solve worksite problems in a professional and expeditious manner?  
If NO, please explain: YES [ X ] NO [ ]
- Comments:

**X. MONITORING (Program Compliance Specialist)**

- A. What percentage of the subcontractor's worksites were monitored? 30%
- B. Did worksites adhere to the Worksite Request, MOU and certification forms (correct number of youths, job duties, etc.)?  
If NO, please explain: YES [ X ] NO [ ]
- C. Were worksites supplied with all the necessary paperwork (timesheets, evaluations, emergency forms, etc.)?  
If NO, please explain: YES [ X ] NO [ ]
- D. What was the overall quality of the supervision and work experience for the youths?  
Please explain:  
Worksite Supervisors provided very good training and supervision. Work experience was both meaningful and very beneficial for the youths.
- |           |    |              |   |
|-----------|----|--------------|---|
| Excellent | 4  | Satisfactory | 0 |
| Very Good | 35 | Poor         | 0 |
| Good      | 0  | Unacceptable | 0 |
- E. Number of worksites rated:

**XI. PAYROLL**

- A. Were masterlists submitted correctly, completely, and on schedule?  
If NO, please explain: YES [ X ] NO [ ]
- B. Were signature verification cards completed correctly and on schedule?  
If NO, please explain: YES [ X ] NO [ ]
- C. Were work permits completed for all youths' by the first payday?  
If NO, please explain:  
Payroll received from SFUSD the work permits by the third pay day. YES [ ] NO [ X ]
- D. Were at least 90% of the timesheets submitted on time and correctly completed?  
If NO, please explain: YES [ X ] NO [ ]
- E. Were there any worksites with recurring timesheet problems?  
If YES, which one(s): YES [ ] NO [ X ]
- F. Were LMO workshop hours added and initialed by subcontractor staff?  
If NO, please explain: YES [ X ] NO [ ]

G. Did subcontractor staff respond to PIC requests for corrections? YES ☒ NO ☐  
If NO, please explain:

H. How were paydays? Poor ☐ Very Good ☒  
Satisfactory ☐ Excellent ☐

Please explain:

**Pay days functioned efficiently and smoothly. The distribution of paychecks was very good and orderly.**

Comments:

## XII. FISCAL

A. Did subcontract negotiations go well? YES ☒ NO ☐  
If NO, please explain:

B. What was the cost per participant served? \$1,000

C. Were invoices submitted on time and completed correctly? YES ☒ NO ☐  
If NO, please explain:

D. Were expenditures in line with budget projections? YES ☒ NO ☐  
If NO, please explain:

E. Was supporting documentation kept on file and available to the PIC staff for review? YES ☒ NO ☐  
If NO, please explain:

F. Were sign in/out and timesheets maintained correctly for subcontractor staff? YES ☒ NO ☐  
If NO, please explain:

G. Did subcontractor maintain time distribution sheets if part of a regular staff's salary was charged to the SYETP? YES ☒ NO ☐  
If NO, please explain:

H. Were any subcontract modifications necessary? YES ☐ NO ☒  
If YES, please explain:

I. Did the subcontractor have any problems managing its funds? YES ☐ NO ☒  
If YES, please explain:

J. Were the subcontractor's financial records maintained by internal accounting/bookkeeping personnel or by an external financial service provider? YES ☒ NO ☐

## XIII. MIS

A. Were the participants' reading grade levels recorded on the applications (PIC 1) in a timely manner? YES ☐ NO ☒  
If NO, please explain:  
**Participants were tested, but not recorded on the applications. The test was submitted to the MIS later.**

B. Were the JTPA Completion Notice forms (JTPA 60 E2) completed correctly and submitted to the PIC within three (3) working days of the termination date for the youth who left the work experience program early? YES ☐ NO ☒  
If NO, please explain:  
**Did not receive any forms.**

C. Were the JTPA Completion Notice forms (JTPA 60 E2) submitted correctly and on time? YES ☒ NO ☐  
If NO, please explain:



**HORIZONS UNLIMITED OF SAN FRANCISCO, INC.**  
**Subcontractor Evaluation – Bridgette Lery**

Horizons Unlimited of San Francisco, Inc. (HU) coordinated a superior Summer Youth Employment and Training Program (SYETP) in 1996. This was the Area Supervisor's third year with SYETP. The person who held the position of Recruiter became a Team Leader, and six additional Team Leaders were hired.

HU began recruiting youths in April 1996 and discontinued application distribution June 28th. Due to the uncertainty of program funding, HU had difficulty recruiting youth. Many youth and worksite supervisors were under the impression there would be no 1996 program. Approximately six-hundred fifty (650) applications were distributed and three-hundred (300) were returned.

HU developed worksites by contacting previously utilized sites, by phone and by mail. Approximately one-hundred ninety (190) jobs were developed.

Participant certification was well organized and timely, beginning May 22nd and concluding June 28th. About 70% of the youth scheduled for certification showed up.

Placement of participants began at the end of June. The youth reviewed postings of available jobs, and with the help of the Team Leaders, they chose appropriate positions. By July 1st, one-hundred seventeen (117) youths had started work. Many worksite supervisors were delighted with how well HU matched youth with jobs.

SYETP staff attended a two-day orientation. All aspects of participant and worksite responsibilities were covered.

Worksite supervisors were provided individual orientations by Team Leaders assigned to those sites.

The Labor Market Orientation (LMO) was held August 15th at San Francisco State University. It was well organized and dynamic. HU staff did a great job of captivating a critical audience of young people. Much of the LMO was interactive. Information was conveyed through artistic skits, incorporating music and theatre.

Twenty eight (28) participants applied for the Educational Component. Nineteen (19) were referred, and sixteen (16) were enrolled. HU encouraged youth to participate by informing them about transportation, hourly pay, and other benefits of being involved in the Educational Component. One Team Leader was assigned to focus on motivating the youth to participate.

Seven (7) worksites were monitored. One (1) was rated Excellent, five (5) Very Good, and one (1) Good. Feedback regarding the assistance of the Team Leaders and Area Supervisor was consistently favorable. Horizons' professionalism undoubtedly affected youths' work experience, and contributed to the success of all the sites.

The payroll process went smoothly. Subcontract negotiations were very successful and the MIS paperwork was completed on time.

Overall, HU did a commendable job of administering a highly successful summer program, despite the program's funding cuts and late start. Staff were well organized and motivated. Their sincere investment in serving youth clearly shined through in every aspect of their work.

8/30/96





## SYETP SUBCONTRACTOR EVALUATION

SUBCONTRACTOR: **Horizons Unlimited**  
PROG.COMPL.SPECIALIST: **Bridgette Lery**  
SUBCONT. REPRESENTATIVE: **Martin Sanabria**

DATE: **August 29, 1996**

### I. RECRUITMENT AND SELECTION OF STAFF

- A. What staff positions were filled by the subcontractor for the SYETP?  
**Seven (7) Team Leaders (TL's) were hired. Last year's Area Supervisor (AS) was reinstated this year.**
- B. What were the caseloads for Team Leaders/Teacher Advisors?  
**There were thirty-three (33) youths for each of the four (4) full-time TL's and eighteen (18) youths for each of the three (3) part-time TL's.**
- C. Were there any staff changes? YES ☒ NO ☐  
If YES, please explain:  
**The Recruiter became a Team Leader**
- D. Was staff well informed of subcontractor's goals and program requirements? YES ☒ NO ☐  
If NO, please explain:
- E. Were there any other staffing problems? YES ☐ NO ☒  
If YES, please explain:

### II. RECRUITMENT AND SELECTION OF PARTICIPANTS

- A. Subcontractor's Slot level: **186** Service level: **200**
- B. How many applications did the subcontractor distribute? **650**
- C. How many applications were returned to the subcontractor? **300**
- D. Were any special efforts made to recruit previously under served ethnic/age groups? YES ☒ NO ☐  
If YES, what were the results?  
**About ninety percent (90%) of youth served were economically disadvantaged. Over seventy percent (70%) Latino, ten percent (10%) African-American, and ten percent (10%) Asian.**
- E. Were any out-of-district waivers requested? YES ☒ NO ☐  
If YES, how many? **7**  
What was (were) the reason(s)?  
**Most were in-house referrals. Some were gang-related and could not work in the Mission for safety reasons.**
- F. How and when were the applicants recruited?  
**Applications were distributed through June 28.**
- G. How were participants selected from the applicant pool?  
**For Say "YES", proof of ability to work legally and residence was required. For SYETP, additionally, proof of family income was required.**

- H. Were there any recruitment and selection problems? YES ☒ NO ☐  
 If YES, please explain and any actions taken to rectify them:  
 Many thought the program was not going to be funded this year. This was somewhat rectified through outreach-fliers, TV, radio.

### III. PARTICIPANT CERTIFICATION

- A. Fill in Table I below with subcontractor's certification information:

DATE	# SCHED.	# SHOWED	% SHOWED	# MISSING DOCUMENTS
05/22/96		54		
06/03/96		42		
06/11/96		40		
06/19/96		40		
06/28/96		63		
			Total = 71%	

- B. How many cleared certification by June 21? 99  
 C. How many cleared certification by July 1? 119

A total of 185 youth cleared certification.

- D. Was one copy of the masterlist submitted on time and completed correctly? YES ☒ NO ☐  
 If NO, please explain:
- E. Were youths needing SFUSD photo I.D.s noted on the masterlist? YES ☐ NO ☒
- F. Did the subcontractor staff adequately assist during certification? YES ☒ NO ☐  
 If NO, please explain:

### IV. WORKSITE DEVELOPMENT

- A. How and when were worksites developed?  
 April 1 through the end of July, via mailings and prior contacts.

- B. Was there a variety of job duties available to the youths? YES ☒ NO ☐  
 If NO, please explain:

- C. Please describe the types of jobs (percentage breakdown, if possible)

	# SLOTS	PERCENT
Clerical	97	45%
Custodial	4	2%
Childcare	28	13%
Recreation Aide	38	17%
Library Aid	7	3%
Teacher Aide	30	14%
Kitchen Aide	2	1%
Arts Interns	11	5%
Total	217	100%

- D. How many job slots were developed and submitted to the PIC by:

	# SLOTS
April 28	0
June 7	123
June 28	40
Total	190

- E. How many job slots were submitted after the June 6 deadline?  
job slots: 27                      worksites:
- F. What was the total number of worksites that were developed? 217
- G. Were the majority of Worksite Requests and MOUs completed correctly? YES [X] NO [ ]  
If NO, please explain:
- H. Did the subcontractor use any worksites from previous years that were evaluated as poor or unacceptable? YES [ ] NO [X]  
If YES, please explain:
- I. Did subcontractor develop any worksites whose jobs were for fewer than 7.8 weeks? YES [ ] NO [X]  
If YES, what arrangements were made for the youth to complete hours?

#### V. PARTICIPANT PLACEMENT

- A. How and when were the participants placed at worksites?  
**Youths received job postings and with help of the TLs they picked appropriate positions.**
- B. Was the Individual Service Strategy Plan used to complete this process? YES [X] NO [ ]
- C. How many youths started work on July 1, 1996? 117  
When did the subcontractor meet its slot level?  
**One hundred sixty-two (162) youth were placed by mid-July.**
- D. Were the youths interests and qualifications matched to worksite requirements? YES [X] NO [ ]  
If YES, please explain:
- E. Were all youths given referral slips to their worksites? YES [X] NO [ ]  
If NO, please explain:
- F. Were any youths placed before they cleared certification? YES [ ] NO [X]  
If YES, please explain:
- G. Were any youths placed at uncertified worksites? YES [ ] NO [X]  
If YES, please explain:
- H. Did the subcontractor utilize the Determination of Certification notices (re: number, job titles child labor law restrictions) to place its youths? YES [X] NO [ ]  
If NO, please explain:

#### VI. ORIENTATIONS

##### Team Leader Orientation

- A. How, when and by whom was the orientation conducted?  
**By Martin on June 15, in-house.**
- B. Were all Team Leaders oriented? YES [X] NO [ ]  
If NO, please explain:
- C. Was attendance maintained? YES [X] NO [ ]  
If NO, please explain:
- D. Were the duties of the Team Leader clearly defined? YES [X] NO [ ]  
If NO, please explain:

- E. Were all areas of the program adequately explained? YES [ X ] NO [ ]  
If NO, please explain:

- F. What was the general quality of the orientation? Poor [ ] Very Good [ ]  
Satisfactory [ ] Excellent [ X ]

Please explain:

Worksite Supervisor Training

- A. How, when and by whom was the orientation conducted?  
**TL's did individual orientations in-person with supervisors on-site.**
- B. Were all Worksite Supervisors oriented? YES [ X ] NO [ ]  
If NO, please explain:
- C. Was attendance maintained? YES [ X ] NO [ ]  
If NO, please explain:
- D. Were all areas of the program (relevant to the supervisors) adequately explained? YES [ X ] NO [ ]  
If NO, please explain:
- E. What was the general quality of the orientation? Poor [ ] Very Good [ ]  
Satisfactory [ ] Excellent [ X ]

Please explain:

Participant Orientation

- A. How, when and by whom were the orientations conducted?  
**June 27 by all staff, in-house.**
- B. Did all participants receive an orientation? YES [ X ] NO [ ]  
If NO, please explain:
- C. Was attendance maintained? YES [ X ] NO [ ]  
If NO, please explain:
- D. Were all areas of the program adequately explained? YES [ X ] NO [ ]  
If NO, please explain:
- E. What was the general quality of the orientation? Poor [ ] Very Good [ ]  
Satisfactory [ ] Excellent [ X ]

Please explain:

**VII. LABOR MARKET ORIENTATION**

- A. Date(s) of Labor Market Orientation(s): **August 15, 1996**  
Location(s): **San Francisco State University**
- B. Were all pertinent subjects covered? YES [ X ] NO [ ]  
If NO, please explain:
- C. How was attendance maintained?  
**Sign In/Out sheets.**
- D. Did the Labor Market Orientation schedule take into account youths attending summer school? YES [ ] NO [ X ]  
If NO, please explain:  
**Summer school finished before orientation.**

- E. Were make-up sessions scheduled for those who did not attend? YES ☒ NO ☐  
If NO, please explain:
- F. What was the general quality of the subcontractor LMO? Poor ☐ Good ☐  
Satisfactory ☐ Very Good ☐  
Excellent ☒

Please explain: **Professional facilities, well-organized interactive presentations, current and relevant topics covered. Held youth interest well.**

## VIII. EDUCATIONAL COMPONENT

For all subcontractors

- A. What test instruments were used to assess participants' math and reading skills?  
**WRAT III**
- B. Were the tests conducted in a standardized manner? YES ☒ NO ☐  
If NO, please explain:
- C. What percentage of the youths were assessed as having reading grade levels below the 7th grade? **33%**  
What percentage of the youths were assessed as having math grade levels below the 7th grade? **55%**  
What percentage of the youths were assessed as having both reading and math grade levels below the 7th grade? **48%**
- D. Were the assessment results documented? YES ☒ NO ☐  
If NO, please explain:
- E. Were the results available to PIC staff for review? YES ☒ NO ☐  
If NO, please explain:
- F. How were the youths selected for the computer-assisted math/reading classes?  
**Lowest scores, bottom 40 percentile targeted first.**
- G. How many youths did the subcontractor refer to the educational component? **28**
- H. Did the subcontractor refer its required number of youths to the SFUSD educational component by June 9? YES ☐ NO ☒  
If NO, please explain: **Late start of program.**  
  
By the beginning of the program? YES ☒ NO ☐  
If NO, please explain:
- I. Did the subcontractor maintain a waiting list? YES ☒ NO ☐  
If NO, please explain:
- J. Did the subcontractor need to use it? YES ☐ NO ☒  
If YES, please explain:
- K. How many youths dropped out of the remedial classes? **4**
- L. What were the subcontractor's motivational techniques?  
**Credits, wages, one TL assigned to motivate youth.**

## IX. COUNSELING

- A. What were the Team Leaders/Teacher Advisors caseloads?  
**Full-time TLs have 33 youth each; part-time TLs have 18 youth each.**

- B. Were they reasonable and equitable? YES [ X ] NO [ ]  
If NO, please explain:
- C. Did the Team Leaders/Teacher Advisors visit the worksites at least once every two weeks? YES [ X ] NO [ ]  
If NO, please explain:
- D. Was the visit documented on the I.S.S. Skill Progress Report? YES [ X ] NO [ ]
- E. Did youths and supervisors know the names of the Team Leaders/Teacher Advisors and feel they were accessible and responsive to them? YES [ X ] NO [ ]  
If NO, please explain:
- F. Did the Team Leaders/Teacher Advisors solve worksite problems in a professional and expeditious manner? YES [ X ] NO [ ]  
If NO, please explain:

Comments:

**X. MONITORING (Program Compliance Specialist)**

- A. What percentage of the subcontractor's worksites were monitored? 20%
- B. Did worksites adhere to the Worksite Request, MOU and certification forms (correct number of youths, job duties, etc.)? YES [ X ] NO [ ]  
If NO, please explain:
- C. Were worksites supplied with all the necessary paperwork (timesheets, evaluations, emergency forms, etc.)? YES [ X ] NO [ ]  
If NO, please explain:
- D. What was the overall quality of the supervision and work experience for the youths?
- |              |     |           |       |
|--------------|-----|-----------|-------|
| Poor         | [ ] | Very Good | [ X ] |
| Satisfactory | [ ] | Excellent | [ ]   |

Please explain:

- E. Number of worksites rated:
- |           |   |              |   |
|-----------|---|--------------|---|
| Excellent | 1 | Satisfactory | 0 |
| Very Good | 5 | Poor         | 0 |
| Good      | 1 | Unacceptable | 0 |

**XI. PAYROLL**

- A. Were masterlists submitted correctly, completely, and on schedule? YES [ X ] NO [ ]  
If NO, please explain:
- B. Were signature verification cards completed correctly and on schedule? YES [ X ] NO [ ]  
If NO, please explain:
- C. Were work permits completed for all youths' by the first payday? YES [ X ] NO [ ]  
If NO, please explain:
- D. Were at least 90% of the timesheets submitted on time and correctly completed? YES [ X ] NO [ ]  
If NO, please explain:
- E. Were there any worksites with recurring timesheet problems? YES [ ] NO [ X ]  
If YES, which one(s):

- F. Were LMO workshop hours added and initialed by subcontractor staff? YES ☐ NO ☒  
 If NO, please explain:  
**Some were, some were missed.**
- G. Did subcontractor staff respond to PIC requests for corrections? YES ☒ NO ☐  
 If NO, please explain:
- H. How were paydays? Poor ☐ Very Good ☒  
 Satisfactory ☐ Excellent ☐  
 Good ☐

Please explain:

Comments:

## XII. FISCAL

- A. Did subcontract negotiations go well? YES ☒ NO ☐  
 If NO, please explain:
- B. What was the cost per participant served? \$1,000
- C. Were invoices submitted on time and completed correctly? YES ☒ NO ☐  
 If NO, please explain:
- D. Were expenditures in line with budget projections? YES ☒ NO ☐  
 If NO, please explain:
- E. Was supporting documentation kept on file and available to the PIC staff for review? YES ☒ NO ☐  
 If NO, please explain:
- F. Were sign in/out and timesheets maintained correctly for subcontractor staff? YES ☒ NO ☐  
 If NO, please explain:
- G. Did subcontractor maintain time distribution sheets if part of a regular staff's salary was charged to the SYETP? YES ☒ NO ☐  
 If NO, please explain:
- H. Were any subcontract modifications necessary? YES ☐ NO ☒  
 If YES, please explain:
- I. Did the subcontractor have any problems managing its funds? YES ☐ NO ☒  
 If YES, please explain:
- J. Were the subcontractor's financial records maintained by internal accounting/bookkeeping personnel or by an external financial service provider? YES ☒ No ☐  
**Internal accounting.**

## XIII. MIS

- A. Were the participants' reading grade levels recorded on the applications (PIC 1) in a timely manner? YES ☐ NO ☒  
 If NO, please explain:



- B. Were the JTPA Termination of Active Enrollment forms (JTA 3 ESF) completed correctly and submitted to the PIC within three (3) working days of the termination date for the youth who left the work experience program early? YES [ ] NO [X]  
If NO, please explain:  
No time.
- C. Were the JTPA Termination of Active Enrollment forms (JTA 3 ESF) submitted correctly and on time? YES [X] NO [ ]  
If NO, please explain:

**INGLESIDE COMMUNITY CENTER (ICC)**  
**Subcontractor Evaluation - Rosario Mercado-Lecitona**

Ingleside Community Center (ICC) conducted an excellent Summer Youth Employment and Training Program (SYETP). Under the direction of the Program Director, Gil Gordon, and the Area Supervisor, Marguerite Machen, who returned for her fifth year with Summer Program. The program ran smoothly and was highly effective in all areas.

The Ingleside Community Center (ICC) staff consisted of one (1) Program Director; one (1) Area Supervisor, and two (2) Team Leaders. All staff members were given an orientation by the area supervisor, and they displayed a thorough understanding of the program's requirements. In addition, all staff members were very helpful to PIC employees, to participants, and to worksite supervisors.

Recruitment of participants began early in early May. Previous SYETP participants were sent fliers announcing the start of SYETP. Flyers were also posted throughout the community at parks, churches, corner stores, barber shops, and other agencies. ICC made a special effort this year to recruit more Asian youths for the Program and attempted to serve more youths living in group homes. Selection priority was given to these groups and those who were referred by the Juvenile Justice System.

Worksite Development began in May. ICC sent letters to previously utilized worksites. Because ICC had a low slot level, it was not necessary to develop any new worksites. However, one (1) new site was developed, West Portal Care Basic. Eighteen (18) worksites were developed and certified.

Participants were matched to their jobs using the ISS work skill sheet and with sites that they had some interests. Seventy-one (71) youths started work on July 1<sup>st</sup> and slot level was met on the same date.

The certification of the youths went extremely well. ICC was helpful and there were no delays in certification requirements and in several applicants clearing MIS.

All orientations were very effective. The staff conducted participant orientation in small groups. Team leaders provided worksite supervisor orientations individually by thoroughly reviewing the worksite supervisor's handbook and the required paperwork.

The total market orientation was a great success. It was held on August 8, 1996 at the Ingleside Community Center. Two (2) representatives from the EDD spoke and distributed materials on future employment and resources with job training.

ICC referred three (3) youths to the educational component at Mission High School. Three (3) youths were referred and two (2) successfully completed the educational component.

Approximately thirty percent (30%) of ICC's worksites were monitored this year. The majority of these sites received a rating of very good or above. Participants greatly benefited from the work experience. The worksite supervisors were extremely pleased with the performance of the participants. The two (2) Team Leaders strongly supported them in their professional and personal endeavors.

Payroll procedures went very well. The staff were helpful and very organized during paydays. There were no recurring timesheet problems, no fiscal problems, and all monthly reports were complete and informative.

It is also worthy to mention that ICC was the only agency that had a one hundred percent (100%) recruitment and placement of youths under the "Say YES" Program.

Overall, ICC operated a superior program for 1996 and the entire staff was committed to the progress of the youths.



# SYETP SUBCONTRACTOR EVALUATION

SUBCONTRACTOR: Ingleside Community Center  
PROG.COMPL.SPECIALIST: Rosario Mercado-Lecitona  
SUBCONT.REPRESENTATIVE: Marguerite Machen

DATE: September 12, 1996

## I. RECRUITMENT AND SELECTION OF STAFF

- A. What staff positions were filled by the subcontractor for the SYETP?  
One (1) Program Director - Gil Gordon  
One (1) Area Supervisor - Marguerite Machen  
Two (2) Team Leaders - Merrillynn West and Ricky Isom
- B. What were the caseloads for Team Leaders/Teacher Advisors?  
Both Team Leaders had a caseload of approximately 35 youth each.
- C. Were there any staff changes? YES [ ] NO [X]  
If YES, please explain:
- D. Was staff well informed of subcontractor's goals and program requirements? YES [X] NO [ ]  
If NO, please explain:
- E. Were there any other staffing problems? YES [ ] NO [X]  
If YES, please explain:

## II. RECRUITMENT AND SELECTION OF PARTICIPANTS

- A. Subcontractor's Slot level: JTPA 56 Service level: 60  
Say YES 11
- B. How many applications did the subcontractor distribute? 115
- C. How many applications were returned to the subcontractor? 90
- D. Were any special efforts made to recruit previously underserved ethnic/age groups? YES [X] NO [ ]  
If YES, what were the results?  
Special efforts were made to recruit those youth who were in foster care/group homes, those who already have a juvenile criminal record, and Asian youth. Goals for this effort have been met with limited success.
- E. Were any out-of-district waivers requested? YES [X] NO [ ]  
If YES, how many? 4  
What was (were) the reason(s)?  
The youths lived closer to ICC and they have been ICC participants before.
- F. How and when were the applicants recruited?  
In early May, ICC distributed fliers throughout the community at parks, churches, corner streets, barber shops, and other agencies in the community.
- G. How were participants selected from the applicant pool?  
Preference was given to those who were in group/foster homes referred by the juvenile justice system. Participants from last summer were also notified.
- H. Were there any recruitment and selection problems? YES [ ] NO [X]  
If YES, please explain and any actions taken to rectify them:

### III. PARTICIPANT CERTIFICATION

- A. Fill in Table I below with subcontractor's certification information:

DATE	# SCHED.	# SHOWED	% SHOWED	# MISSING DOCUMENTS
06/06/96	66	59	89%	
06/12/96	7	7	100%	

- B. How many cleared certification by June 21? 53
- C. How many cleared certification by July 1? 58
- D. Was one copy of the masterlist submitted on time and completed correctly? YES ☒ NO ☐  
If NO, please explain:
- E. Were youths needing SFUSD photo I.D.s noted on the masterlist? YES ☐ NO ☒
- F. Did the subcontractor staff adequately assist during certification? YES ☒ NO ☐  
If NO, please explain:

### IV. WORKSITE DEVELOPMENT

- A. How and when were worksites developed?  
Because ICC had a low slot level it was not necessary to develop any new worksites. However, one (1) new site was developed: West Portal Care Basic. Previously used eighteen (18) worksites were developed and certified.
- B. Was there a variety of job duties available to the youths? YES ☒ NO ☐  
If NO, please explain:
- C. Please describe the types of jobs (percentage breakdown, if possible)
- |                 | # SLOTS | PERCENT |
|-----------------|---------|---------|
| Clerical        | 23      | 29%     |
| Custodial       | 0       | %       |
| Childcare       | 16      | 20%     |
| Kitchen Aide    | 2       | 3%      |
| Recreation Aide | 16      | 20%     |
| Other           | 22      | 28%     |
- D. How many job slots were developed and submitted to the PIC by:
- |         |    |
|---------|----|
| June 10 | 52 |
| June 21 | 27 |
| Total   | 79 |
- E. How many job slots were submitted after the June 21 deadline?  
job slots: 2      worksites: 1
- F. What was the total number of jobs slots that were developed? 81
- G. Were the majority of Worksite Requests and MOUs completed correctly? YES ☒ NO ☐  
If NO, please explain:
- H. Did the subcontractor use any worksites from previous years that were evaluated as poor or unacceptable? YES ☐ NO ☒  
If YES, please explain:
- I. Did subcontractor develop any worksites whose jobs were for fewer than 7.8 weeks? YES ☐ NO ☒  
If YES, what arrangements were made for the youth to complete hours?

## V. PARTICIPANT PLACEMENT

- A. How and when were the participants placed at worksites? 0  
 ICC began participant placement on June 26 and 27. The staff first oriented the participants in small groups of 10-15 participants and were matched with sites that they had some interests.
- B. Was the Individual Service Strategy Plan used to complete this process? YES ☒ NO ☐
- C. How many youths started work on July 1? 71  
 When did the subcontractor meet its slot level? June 27, 1996
- D. Were the youths interests and qualifications matched to worksite requirements? YES ☒ NO ☐  
 If YES, please explain:
- E. Were all youths given referral slips to their worksites? YES ☒ NO ☐  
 If NO, please explain:
- F. Were any youths placed before they cleared certification? YES ☐ NO ☒  
 If YES, please explain:
- G. Were any youths placed at uncertified worksites? YES ☐ NO ☒  
 If YES, please explain:
- H. Did the subcontractor utilize the Determination of Certification notices (re: number, job titles child labor law restrictions) to place its youths? YES ☒ NO ☐  
 If NO, please explain:

## VI. ORIENTATIONS

### Team Leader Orientation

- A. How, when and by whom was the orientation conducted? 0  
 The two (2) Team Leaders were oriented on June 17. Marguerite Machen provided them with a general orientation describing SYETP procedures and included a training on how to conduct worksite supervisor orientation.
- B. Were all Team Leaders oriented? YES ☒ NO ☐  
 If NO, please explain:
- C. Was attendance maintained? YES ☒ NO ☐  
 If NO, please explain:
- D. Were the duties of the Team Leader clearly defined? YES ☒ NO ☐  
 If NO, please explain:
- E. Were all areas of the program adequately explained? YES ☒ NO ☐  
 If NO, please explain:
- F. What was the general quality of the orientation? Poor ☐ Very Good ☒  
 Satisfactory ☐ Excellent ☐  
 Please explain:  
 The orientation given by Marguerite Machen was very thorough.

#### Worksite Supervisor Training

- A. How, when and by whom was the orientation conducted?  
The Team Leaders conducted supervisor orientations during the weeks of June 17 and June 24.
- B. Were all Worksite Supervisors oriented? YES ☒ NO ☐  
If NO, please explain:
- C. Was attendance maintained? YES ☒ NO ☐  
If NO, please explain:
- D. Were all areas of the program (relevant to the supervisors) adequately explained? YES ☐ NO ☐  
If NO, please explain:
- E. What was the general quality of the orientation? Poor ☐ Very Good ☐  
Satisfactory ☐ Excellent ☒  
Please explain:  
The Team Leaders provided the orientation 15 to 30 minutes for supervisor and asked the supervisors to sign a form acknowledging that they received an orientation.

#### Participant Orientation

- A. How, when and by whom were the orientations conducted?  
ICC staff began youth orientations and placements on June 26 and 27 in groups of approximately 10-15 students.
- B. Did all participants receive an orientation? YES ☒ NO ☐  
If NO, please explain:
- C. Was attendance maintained? YES ☒ NO ☐  
If NO, please explain:
- D. Were all areas of the program adequately explained? YES ☒ NO ☐  
If NO, please explain:
- E. What was the general quality of the orientation? Poor ☐ Very Good ☐  
Satisfactory ☐ Excellent ☒  
Please explain:  
ICC staff provided the orientations; Participant Handbook was thoroughly discussed.

#### **VII. LABOR MARKET ORIENTATION**

- A. Date(s) of Labor Market Orientation(s): August 8, 1996 - 12 noon to 4 p.m.  
Location(s): Ingleside Community Center
- B. Were all pertinent subjects covered? YES ☒ NO ☐  
If NO, please explain:
- C. How was attendance maintained?  
The participants were required to sign In and Out.
- D. Did the Labor Market Orientation schedule take into account youths attending summer school? YES ☒ NO ☐  
If NO, please explain:
- E. Were make-up sessions scheduled for those who did not attend? YES ☐ NO ☒  
If NO, please explain:  
The orientation was well-attended. The youth attendance was one hundred percent (100%).

- F. What was the general quality of the subcontractor LMO? Poor ☐ Good ☐  
Satisfactory ☐ Very Good ☐  
Excellent ☒

Please explain:

The Area Supervisor maintained with the youths an impressive level of good behavior throughout the program. Two (2) representatives from EDD distributed materials on future employment and resources with job training and a speaker from the radio station 106 FM-KMEL discussed the importance of attitude and networking in getting a job.

#### VIII. EDUCATIONAL COMPONENT

For all subcontractors

- A. What test instruments were used to assess participants' math and reading skills?  
Math and reading scores were known by their CTBS scores and others were tested with the Wide Range Achievement Test (WRAT).
- B. Were the tests conducted in a standardized manner? YES ☒ NO ☐  
If NO, please explain:
- C. What percentage of the youths were assessed as having reading grade levels below the 7th grade? 38%  
What percentage of the youths were assessed as having math grade levels below the 7th grade? 54%  
What percentage of the youths were assessed as having both reading and math grade levels below the 7th grade? 46%
- D. Were the assessment results documented? YES ☒ NO ☐  
If NO, please explain:
- E. Were the results available to PIC staff for review? YES ☒ NO ☐  
If NO, please explain:
- F. How were the youths selected for the computer-assisted math/reading classes?  
The Area Supervisor screened the participants in relation to their grade levels, who scored two grade levels below their actual grade level. Eligible youths were contacted by phone and offered to join the program.
- G. How many youths did the subcontractor refer to the educational component? 3
- H. Did the subcontractor refer its required number of youths to the SFUSD educational component by June 9? YES ☐ NO ☒  
If NO, please explain:  
Some of the eligible youths were registered for summer school.  
By the beginning of the program? YES ☒ NO ☐  
If NO, please explain:
- I. Did the subcontractor maintain a waiting list? YES ☒ NO ☐  
If NO, please explain:
- J. Did the subcontractor need to use it? YES ☐ NO ☒  
If YES, please explain:
- K. How many youths dropped out of the remedial classes? 1
- L. What were the subcontractor's motivational techniques?  
The Area Supervisor explained the advantages of five (5) units of graduation credit and earning wages while going to school.



#### IX. COUNSELING

- A. What were the Team Leaders/Teacher Advisors caseloads?

Both Team Leaders had a caseload of approximately thirty-five (35) youths each.

- B. Were they reasonable and equitable?

YES [ x ] NO [ ]

If NO, please explain:

- C. Did the Team Leaders/Teacher Advisors visit the worksites at least once every two weeks?

YES [ x ] NO [ ]

If NO, please explain:

- D. Was the visit documented on the I.S.S. Skill Progress Report?

YES [ x ] NO [ ]

- E. Did youths and supervisors know the names of the Team Leaders/Teacher Advisors and feel they were accessible and responsive to them?

YES [ x ] NO [ ]

If NO, please explain:

- F. Did the Team Leaders/Teacher Advisors solve worksite problems in a professional and expeditious manner?

YES [ x ] NO [ ]

If NO, please explain:

Comments: The Team Leaders worked together wonderfully and worked toward the agency's goals and program requirements.

#### X. MONITORING (Program Compliance Specialist)

- A. What percentage of the subcontractor's worksites were monitored?

25%

- B. Did worksites adhere to the Worksite Request, MOU and certification forms (correct number of youths, job duties, etc.)?

YES [ x ] NO [ ]

If NO, please explain:

- C. Were worksites supplied with all the necessary paperwork (timesheets, evaluations, emergency forms, etc.)?

YES [ x ] NO [ ]

If NO, please explain:

- D. What was the overall quality of the supervision and work experience for the youths?

Poor [ ]

Very Good [ x ]

Satisfactory [ ]

Excellent [ ]

Please explain:

The quality of supervision and training provided were very good.

- E. Number of worksites rated:

Excellent 1 Satisfactory 0

Very Good 8 Poor 0

Good 0 Unacceptable 0

#### XI. PAYROLL

- A. Were masterlists submitted correctly, completely, and on schedule?

YES [ x ] NO [ ]

If NO, please explain:

- B. Were signature verification cards completed correctly and on schedule?

YES [ x ] NO [ ]

If NO, please explain:

- C. Were work permits completed for all youths' by the first payday? YES ☐ NO ☒  
If NO, please explain:  
The SFUSD did not have the work permits ready until the fourth day period.
- D. Were at least 90% of the timesheets submitted on time and correctly completed? YES ☒ NO ☐  
If NO, please explain:
- E. Were there any worksites with recurring timesheet problems? YES ☐ NO ☒  
If YES, which one(s):
- F. Were LMO workshop hours added and initialed by subcontractor staff? YES ☒ NO ☐  
If NO, please explain:
- G. Did subcontractor staff respond to PIC requests for corrections? YES ☒ NO ☐  
If NO, please explain:
- H. How were paydays? Poor ☐ Very Good ☐  
Satisfactory ☐ Excellent ☒  
Please explain:

Comments: The staff were helpful and very organized during paydays.

## XII. FISCAL

- A. Did subcontract negotiations go well? YES ☒ NO ☐  
If NO, please explain:
- B. What was the cost per participant served? \$1,000.00
- C. Were invoices submitted on time and completed correctly? YES ☒ NO ☐  
If NO, please explain:
- D. Were expenditures in line with budget projections? YES ☒ NO ☐  
If NO, please explain:
- E. Was supporting documentation kept on file and available to the PIC staff for review? YES ☒ NO ☐  
If NO, please explain:
- F. Were sign in/out and timesheets maintained correctly for subcontractor staff? YES ☒ NO ☐  
If NO, please explain:
- G. Did subcontractor maintain time distribution sheets if part of a regular staff's salary was charged to the SYETP? YES ☒ NO ☐  
If NO, please explain:
- H. Were any subcontract modifications necessary? YES ☐ NO ☒  
If YES, please explain:
- I. Did the subcontractor have any problems managing its funds? YES ☐ NO ☒  
If YES, please explain:
- J. Were the subcontractor's financial records maintained by internal accounting/  
bookkeeping personnel or by an external financial service provider? Internal Accountant

### XIII. MIS

- A. Were the participants' reading grade levels recorded on the applications (PIC 1) in a timely manner? YES [ x ] NO [ ]  
If NO, please explain:

- B. Were the JTPA Completion Notice forms (JTPA 60 E2) completed correctly and submitted to the PIC within three (3) working days of the termination date for the youth who left the work experience program early? YES [ x ] NO [ ]  
If NO, please explain:

- C. Were the JTPA Completion Notice forms (JTPA 60 E2) submitted correctly and on time? YES [ x ] NO [ ]  
If NO, please explain:

#### For the San Francisco Unified School District only

- D. Were the JTPA Client Action forms (JTPA 60 E1) submitted correctly and on time for the youths enrolled in the educational component? YES [ ] NO [ ]  
If NO, please explain:

For youths who left the educational component before completion? YES [ ] NO [ ]  
If NO, please explain:

**PRECITA VALLEY COMMUNITY CENTER (PVCC)**  
**Subcontractor Evaluation - Rosario Mercado-Leciona**

Precita Valley Community Center (PVCC) implemented the 1996 Summer Youth Employment and Training Program (SYETP) under the direction of the Program Director, Louis Gill and the newly designated Area Supervisor, Elizabeth O'Malley. The agency did a very good job of meeting the challenges posed by this year's budget uncertainty.

The Area Supervisor and two (2) Team Leaders were recruited and hired in June. Each Team Leader maintained caseloads of approximately forty (40) youths. They provided supportive guidance for the participants, as well as to the Worksite Supervisors. Participant recruitment began in May, with public service communications over the radio, promoting the program and confirming its existence. Flyers were posted at recreation centers, schools, community agencies and public housing. Special efforts were made to meet the participant characteristic goals for the Samoan, American, Indian and African American youths. Application selection was based on the following criteria: high risk youth, public assistance families, economically disadvantaged, teen parents and the hard to serve youth.

Four (4) participant certifications were held between May 31<sup>st</sup> and July 2<sup>nd</sup>. Although participant attendance sometimes fell short of the figure projected on the master list, the Area Supervisor was helpful and the certifications went smoothly. By July 1<sup>st</sup>, sixty six (66) youth had cleared certification. PVCC met its slot level of seventy seven (77) before the 15<sup>th</sup> of July.

Worksite development began in May and the primary resource was the previous year's pool. The PIC and other subcontractors referred potential worksites which were contacted by phone and followed-up with worksite requests and Memorandums of Understanding. Overall, 106 job slots were developed and participants were given a variety of job positions such as: clerical, child care, recreation, library, stock/warehouse, arts and craft, and swim aides.

Precita staff began youth placements on June 25<sup>th</sup>. Completed ISS forms were the primary resource used for placement. One factor affecting the placement process this year was summer school; which prevented large numbers of youth from working morning shifts. Precita staff worked closely with Worksite Supervisors to develop more afternoon slots.

The Team Leaders gave individual orientations to the Worksite Supervisors during the week of June 24<sup>th</sup>. All of the agency's worksites were utilized and were familiar with SYETP policies and procedures. Nine worksites were monitored this year with the following ratings: (1) Excellent, (5) Very Good, and (3) Good. Feedback from youth and Worksite Supervisors was consistently favorable.

Labor Market Orientation (LMO) was given on August 15<sup>th</sup> at the Precita Valley Community Center, Recreation Hall. The LMO was very good and representatives from EDD, Jobs for Youth, MYEEP, New Ways and San Francisco State distributed informational literature. The participants were attentive and able to converse with the speakers on a one-to-one basis. The topics included: independent living, job readiness, communication in the workplace, mock interviews and writing skills.

PVCC did not meet its slot level of eight (8) for the Educational Component because the majority of the eligible participants had previously registered for summer school. However, one (1) youth who was available and eligible successfully completed the program.

Precita performed well in all aspects of payroll and rarely encountered a problem. Contract negotiations and MIS documents were late due to the delay in hiring the Area Supervisor.

Precita's staff were committed to running a very good SYETP for the youth of the Outer Mission area. Their cooperation and resourcefulness made them a pleasure to work with.



# SYETP SUBCONTRACTOR EVALUATION

SUBCONTRACTOR: Precita Valley Community Center  
 PROG.COMPL.SPECIALIST: Rosario Mercado-Lecitona  
 SUBCONT. REPRESENTATIVE: Elizabeth O'Malley

DATE: September 11, 1996

## I. RECRUITMENT AND SELECTION OF STAFF

- A. What staff positions were filled by the subcontractor for the SYETP?  
 One (1) Program Director - Louis Gill  
 One (1) Area Supervisor - Elizabeth O'Malley  
 Two (2) Team Leaders - Epigmenio Cardoza and Claudia Leon
- B. What were the caseloads for Team Leaders/Teacher Advisors?  
 Each Team Leader maintained a caseload of approximately 40 youths.
- C. Were there any staff changes? YES [ ] NO [X]  
 If YES, please explain:
- D. Was staff well informed of subcontractor's goals and program requirements? YES [X] NO [ ]  
 If NO, please explain:
- E. Were there any other staffing problems? YES [ ] NO [X]  
 If YES, please explain:

## II. RECRUITMENT AND SELECTION OF PARTICIPANTS

- A. Subcontractor's Slot level: 77 Service level: 83
- B. How many applications did the subcontractor distribute? 200
- C. How many applications were returned to the subcontractor? 150
- D. Were any special efforts made to recruit previously under served ethnic/age groups? YES [X] NO [ ]  
 If YES, what were the results?  
 Precita staff's efforts to contact the Samoan Affairs, Samoan Gospel Church, and American Indian Center, was quite successful. Flyers and applications in nearby housing developments were also distributed.
- E. Were any out-of-district waivers requested? YES [X] NO [ ]  
 If YES, how many? 6  
 What was (were) the reason(s)?  
 All six (6) youths were already involved in programs with Precita Center.
- F. How and when were the applicants recruited?  
 Application distribution began the end of May. The recruitment process began with public service announcements over the radio promoting the program and confirming its existence. Flyers were posted at recreation centers, schools, community agencies, and public housing developments.
- G. How were participants selected from the applicant pool?  
 Application selection was based on high risk youths, public assistance families, economically disadvantaged, teen parents, and the hard-to-serve youths.
- H. Were there any recruitment and selection problems? YES [X] NO [ ]

If YES, please explain and any actions taken to rectify them:

There was a time constraint. The lateness of funding and the preconceived notion that the SYETP may not be offered this year made the recruitment process a challenge.

### III. PARTICIPANT CERTIFICATION

A. Fill in Table I below with subcontractor's certification information:

DATE	# SCHED.	# SHOWED	% SHOWED	# MISSING DOCUMENTS
05/31/96	49	22	45%	
06/12/96	45	24	53%	
06/27/96	66	39	59%	
07/02/96	27	6	22%	

B. How many cleared certification by June 21? 31

C. How many cleared certification by July 1? 50

D. Was one copy of the masterlist submitted on time and completed correctly? YES [X] NO [ ]  
If NO, please explain:

E. Were youths needing SFUSD photo I.D.s noted on the masterlist? YES [ ] NO [X]

F. Did the subcontractor staff adequately assist during certification? YES [X] NO [ ]  
If NO, please explain:

### IV. WORKSITE DEVELOPMENT

A. How and when were worksites developed?

Worksite development began in May and the primary resource was previous year's pool. The PIC and other subcontractors referred potential worksites and were contacted via phone and followed up with WRF and MOU's.

B. Was there a variety of job duties available to the youths? YES [X] NO [ ]  
If NO, please explain:

C. Please describe the types of jobs (percentage breakdown, if possible)

	# SLOTS	PERCENT
Clerical	56	53%
Childcare	7	6%
Recreation Aide	5	5%
Other	38	36%

(Stock Warehouse Aides, Library Aides, Arts and Crafts Aides, Swim Aides)

D. How many job slots were developed and submitted to the PIC by:

	# SLOTS
May 15	0
June 7	0
June 28	105
Total	106

E. How many job slots were submitted after the June 6 deadline?  
job slots: 1 worksites: 1

F. What was the total number of worksites that were developed? 106

G. Were the majority of Worksite Requests and MOUs completed correctly? YES [X] NO [ ]

If NO, please explain:

- H. Did the subcontractor use any worksites from previous years that were evaluated as poor or unacceptable? YES [ ] NO [X]  
If YES, please explain?
- I. Did subcontractor develop any worksites whose jobs were for fewer than 7.8 weeks? YES [ ] NO [X]  
If YES, what arrangements were made for the youth to complete hours?

#### V. PARTICIPANT PLACEMENT

- A. How and when were the participants placed at worksites?  
Precita staff began youth placements on June 28. Completed ISS forms were the primary resource used for placement. Also of importance in the placement process was summer school, preventing a large number of youth from working morning shifts.
- B. Was the Individual Service Strategy Plan used to complete this process? YES [X] NO [ ]
- C. How many youths started work on July 1, 1996? 66  
When did the subcontractor meet its slot level? Before the 15th of July
- D. Were the youths interests and qualifications matched to worksite requirements? YES [X] NO [ ]  
If YES, please explain:
- E. Were all youths given referral slips to their worksites? YES [X] NO [ ]  
If NO, please explain:
- F. Were any youths placed before they cleared certification? YES [ ] NO [X]  
If YES, please explain:
- G. Were any youths placed at uncertified worksites? YES [ ] NO [X]  
If YES, please explain:
- H. Did the subcontractor utilize the Determination of Certification notices (re: number, job titles child labor law restrictions) to place its youths? YES [X] NO [ ]  
If NO, please explain:

#### VI. ORIENTATIONS

##### Team Leader Orientation

- A. How, when and by whom was the orientation conducted?  
The Area Supervisor conducted the Team Leaders' orientation at the Precita Center on June 17, and they were given a copy of the SYETP Operating Manual.
- B. Were all Team Leaders oriented? YES [X] NO [ ]  
If NO, please explain:
- C. Was attendance maintained? YES [X] NO [ ]  
If NO, please explain:
- D. Were the duties of the Team Leader clearly defined? YES [X] NO [ ]  
If NO, please explain:
- E. Were all areas of the program adequately explained? YES [X] NO [ ]  
If NO, please explain:
- F. What was the general quality of the orientation? Poor [ ] Very Good [X]



Satisfactory [ ]      Excellent [ ]

Please explain:

Because Precita Valley Community Center got off to a late start, little time was available for orientation. The Team Leaders received a similar "on the job training".

Worksite Supervisor Training

- A. How, when and by whom was the orientation conducted?

The Team Leaders gave an individual orientation to the worksite supervisors and provided handbooks during the week of June 24.

- B. Were all Worksite Supervisors oriented?

YES [X] NO [ ]

If NO, please explain:

- C. Was attendance maintained?

YES [X] NO [ ]

If NO, please explain:

- D. Were all areas of the program (relevant to the supervisors) adequately explained?

YES [X] NO [ ]

If NO, please explain:

- E. What was the general quality of the orientation?

Poor [ ]

Very Good [X]

Satisfactory [ ]

Excellent [ ]

Please explain:

All of the agency's worksites had returned from last year and were familiar with SYETP policies and procedures.

Participant Orientation

- A. How, when and by whom were the orientations conducted?

Participant orientation was held on June 28 at the Precita Center. The Director, Area Supervisor, and Team Leaders conducted the orientation.

- B. Did all participants receive an orientation?

YES [X] NO [ ]

If NO, please explain:

- C. Was attendance maintained?

YES [X] NO [ ]

If NO, please explain:

- D. Were all areas of the program adequately explained?

YES [X] NO [ ]

If NO, please explain:

- E. What was the general quality of the orientation?

Poor [ ]

Very Good [X]

Satisfactory [ ]

Excellent [ ]

Please explain:

Presentations from the Precita staff were clear and in detail. Regulations of the SYETP were emphasized and handbooks were provided to the participants.

**VII. LABOR MARKET ORIENTATION**

- A. Date(s) of Labor Market Orientation(s): August 15, 1996 - From 9 a.m. - 1 p.m.

Location(s): Precita Valley Community Center (Recreation Hall)

- B. Were all pertinent subjects covered?

YES [X] NO [ ]

If NO, please explain:

- C. How was attendance maintained?

The participants were required to sign in and out.

- D. Did the Labor Market Orientation schedule take into account youths attending summer school? YES [ X ] NO [ ]  
If NO, please explain:
- E. Were make-up sessions scheduled for those who did not attend? YES [ ] NO [ X ]  
If NO, please explain:  
No make-up sessions were scheduled because all the participants scheduled on their assigned dates showed-up.
- F. What was the general quality of the subcontractor LMO? Poor [ ] Good [ ]  
Satisfactory [ ] Very Good [ ]  
Excellent [ X ]

Please explain:

The LMO opened with a few guest speakers who spoke about the work in its current state and the possibilities and potential for the future. There were also representatives from EDD, Jobs for Youth, New Ways Workers, and San Francisco State University who distributed informational literature on job readiness. The participants were attentive and the workshop was well attended.

#### VIII. EDUCATIONAL COMPONENT

For all subcontractors

- A. What test instruments were used to assess participants' math and reading skills?  
Precita obtained CTBS scores from the SFUSD.
- B. Were the tests conducted in a standardized manner? YES [ X ] NO [ ]  
If NO, please explain:
- C. What percentage of the youths were assessed as having reading grade levels below the 7th grade? 68%  
What percentage of the youths were assessed as having math grade levels below the 7th grade? 64%  
What percentage of the youths were assessed as having both reading and math grade levels below the 7th grade? 50%
- D. Were the assessment results documented? YES [ X ] NO [ ]  
If NO, please explain:
- E. Were the results available to PIC staff for review? YES [ X ] NO [ ]  
If NO, please explain:
- F. How were the youths selected for the computer-assisted math/reading classes?  
Certified participants who scored two grade levels below their actual grade level were informed of their eligibility and were offered the opportunity to join the program.
- G. How many youths did the subcontractor refer to the educational component? 1
- H. Did the subcontractor refer its required number of youths to the SFUSD educational component by June 9? YES [ ] NO [ X ]  
If NO, please explain:  
A list of eligibles was compiled. Unfortunately, the majority of the youth were enrolled/registered for summer school which left only one (!) student who was both eligible and available.  
  
By the beginning of the program? YES [ X ] NO [ ]  
If NO, please explain:
- I. Did the subcontractor maintain a waiting list? YES [ X ] NO [ ]

If NO, please explain:

- J. Did the subcontractor need to use it? YES [ ] NO [X]  
If YES, please explain:

- K. How many youths dropped out of the remedial classes? 0

- L. What were the subcontractor's motivational techniques?  
Precita staff explained the advantages of graduation credit and earning wages while going to school.

#### IX. COUNSELING

- A. What were the Team Leaders/Teacher Advisors caseloads?  
Each Team Leader handled a caseload of about 40 youths.
- B. Were they reasonable and equitable? YES [X] NO [ ]  
If NO, please explain:
- C. Did the Team Leaders/Teacher Advisors visit the worksites at least once every two weeks? YES [X] NO [ ]  
If NO, please explain:
- D. Was the visit documented on the I.S.S. Skill Progress Report? YES [X] NO [ ]
- E. Did youths and supervisors know the names of the Team Leaders/Teacher Advisors and feel they were accessible and responsive to them? YES [X] NO [ ]  
If NO, please explain:
- F. Did the Team Leaders/Teacher Advisors solve worksite problems in a professional and expeditious manner? YES [X] NO [ ]  
If NO, please explain:

Comments:

The Team Leaders provided supportive guidance for the participants as well as to the worksite supervisors.

#### X. MONITORING (Program Compliance Specialist)

- A. What percentage of the subcontractor's worksites were monitored? 23%
- B. Did worksites adhere to the Worksite Request, MOU and certification forms (correct number of youths, job duties, etc.)? YES [X] NO [ ]  
If NO, please explain:
- C. Were worksites supplied with all the necessary paperwork (timesheets, evaluations, emergency forms, etc.)? YES [X] NO [ ]  
If NO, please explain:
- D. What was the overall quality of the supervision and work experience for the youths?
- |              |     |           |     |
|--------------|-----|-----------|-----|
| Poor         | [ ] | Very Good | [X] |
| Satisfactory | [ ] | Excellent | [ ] |
- Please explain:

- E. Number of worksites rated:
- |           |   |              |   |
|-----------|---|--------------|---|
| Excellent | 1 | Satisfactory | 0 |
| Very Good | 5 | Poor         | 0 |
| Good      | 3 | Unacceptable | 0 |

#### XI. PAYROLL

- A. Were masterlists submitted correctly, completely, and on schedule? YES ☒ NO ☐  
If NO, please explain:
- B. Were signature verification cards completed correctly and on schedule? YES ☒ NO ☐  
If NO, please explain:
- C. Were work permits completed for all youths' by the first payday? YES ☐ NO ☒  
If NO, please explain:  
**They were processed by SFUSD and were not ready until the fourth pay period.**
- D. Were at least 90% of the timesheets submitted on time and correctly completed? YES ☒ NO ☐  
If NO, please explain:
- E. Were there any worksites with recurring timesheet problems? YES ☐ NO ☒  
If YES, which one(s):
- F. Were LMO workshop hours added and initialed by subcontractor staff? YES ☒ NO ☐  
If NO, please explain:
- G. Did subcontractor staff respond to PIC requests for corrections? YES ☒ NO ☐  
If NO, please explain:
- H. How were paydays? Poor ☐ Very Good ☒  
Satisfactory ☐ Excellent ☐  
Good ☐

Please explain:

**Precita staff assisted the payroll staff during the paycheck distributions.  
Participants arrived at Precita Center between the appointed hours.**

Comments:

## XII. FISCAL

- A. Did subcontract negotiations go well? YES ☒ NO ☐  
If NO, please explain:
- B. What was the cost per participant served? \$1,000
- C. Were invoices submitted on time and completed correctly? YES ☐ NO ☒  
If NO, please explain:  
**Invoices were submitted late, as the area supervisor came on late and started to work with the program on June 16.**
- D. Were expenditures in line with budget projections? YES ☒ NO ☐  
If NO, please explain:
- E. Was supporting documentation kept on file and available to the PIC staff for review? YES ☒ NO ☐  
If NO, please explain:
- F. Were sign in/out and timesheets maintained correctly for subcontractor staff? YES ☒ NO ☐  
If NO, please explain:
- G. Did subcontractor maintain time distribution sheets if part of a regular staff's salary was charged to the SYETP? YES ☒ NO ☐  
If NO, please explain:
- H. Were any subcontract modifications necessary? YES ☐ NO ☒  
If YES, please explain:
- I. Did the subcontractor have any problems managing its funds? YES ☐ NO ☒  
If YES, please explain:

- J. Were the subcontractor's financial records maintained by internal accounting/  
bookkeeping personnel or by an external financial service provider? YES [X] No [ ]  
**Internal accounting.**

**XIII. MIS**

- A. Were the participants' reading grade levels recorded on the applications (PIC 1)  
in a timely manner? YES [ ] NO [X]  
If NO, please explain:  
**Information was not available for 25 participants on reading and math levels.**
- B. Were the JTPA Termination of Active Enrollment forms (JTA 3 ESF) completed correctly and  
submitted to the PIC within three (3) working days of the termination date for the  
youth who left the work experience program early? YES [ ] NO [X]  
If NO, please explain:  
**No notification has been made and MIS cannot provide termination for them.**
- C. Were the JTPA Termination of Active Enrollment forms (JTA 3 ESF) submitted correctly  
and on time? YES [X] NO [ ]  
If NO, please explain:

**POTRERO HILL NEIGHBORHOOD HOUSE (PHNH)**  
**Subcontractor Evaluation - Yolanda Harris**

The Potrero Hill Neighborhood House (PHNH) administered a very good Summer Youth Employment and Training Program (SYETP) and Say YES Program. Joyce Armstrong was hired as Area Supervisor. Team Leader positions were filled by Michael Joe and Kimberly Wilson. Michael assumed a caseload of thirty-four (34) youths, while Kimberly was responsible for the remaining twenty-eight (28) participants. Joyce Armstrong was transferred to another program within PHNH, and Michelle Pierce was hired to assume the responsibilities of Area Supervisor.

Because of the late start of the program PHNH had a difficult time in the recruitment process. This is the reason why recruitment for participants was conducted almost up to middle of July 1996. Fliers were distributed with summer job information in corner stores, businesses and agencies, including Potrero Hill Terrace and Annex management offices, recreation, health and youth centers. PHNH had a slot level of forty-eight (48) and service level of fifty-one (51) for SYETP. Over one hundred thirty (130) applications were distributed with approximately eighty-three (83) being returned. Previous SYETP and MYEEP participants were also recruited for this year's program.

There were four (4) certification dates scheduled between May 30, 1996 and July 2, 1996. Twenty-three (23) participants cleared certification by July 1, 1996. As of July 22, 1996, there was a total of fifty-seven (57) youths cleared. Masterlists were submitted in a timely manner. PHNH staff assisted PIC certification staff with the certification process.

Worksite development began in May and continued throughout June. Worksite Request Forms were sent to previous SYETP and MYEEP worksites, as well as a few new sites, including the Presidio and Garfield Swimming Pool. There were a total of twenty (20) worksites certified and utilized for youth workers. There were two (2) worksites that requested that their assigned youth be replaced, all other worksites remain satisfied with the youth assigned to them.

Participants were placed on worksites based on completed certification, availability (summer school or other commitments), ISS (Individual Service Strategy) sheet, and employment interests. There were twenty-three (23) participants placed on worksites by July 1, 1996, which was the first day of work for the youths. The remaining participants were all placed by July 15, 1996.

Team Leader orientation workshop was held by PIC on June 26, 1996 at the SYETP main office. The topics discussed included: program overview, duties and responsibilities, communication, troubleshooting, and payroll process. SYETP staff visited each worksite to conduct orientation for worksite supervisors and to distribute pertinent documents, i.e., timesheets, sign in/out sheets, worksite signature cards, and Worksite Handbook. Group orientations were scheduled by SYETP staff on the first and second of July 1996. Areas covered were program overview, including sign in/out procedures, attendance, job placement, and Participant Handbook.

Labor Market Orientation was scheduled on August 8, 1996 at PHNH. SYETP staff efficiently and effectively administered the program with one hundred percent (100%) participation and attendance from youth workers. Areas covered were future career and educational goals, personal skills assessment, job search and interviewing skills. Paycheck were also distributed after the LMO by PIC payroll representatives.

Participants were recruited for the Educational Component based on their CTBS or Wrat test scores. Sixty-eight percent (68%) of the youths at PHNH were assessed with math and reading scores lower than seventh grade levels. There were two (2) youths referred to the educational component and only one completed the program.

Team Leaders maintained a caseload of twenty-eight (28) to thirty-four (34) each. Worksite visits were made one to two (1-2) times a week to offer support to the youth, collection of timesheets and other participant forms.

Approximately thirty percent (30%) of the worksites were monitored. All worksites monitored were in compliance with PIC's guidelines. Worksite Supervisors were cooperative and maintained all required paperwork.

Payroll procedures were very good with the exception of several late paychecks from the "Say YES" payroll department. Masterlists, signature cards, work permits, and timesheets were submitted in a timely manner. The participants were paid for their LMO attendance along with their regular payroll disbursements.

Contract negotiations and modifications were handled in accordance to the PIC guidelines. Subcontractor was efficient in the maintenance of sign in/out, timesheets, and other pertinent financial records.

Youth workers' reading and math scores were submitted to PIC by the Area Supervisor. JTPA Completion Notice forms were submitted to the MIS unit correctly and timely in accordance to this year's program.

There was good participation from PHNH in the recruitment and placement process for the "MUNI JR. Ambassador" initial project. PHNH ran a very good program this year. All the staff were very cooperative and maintained a productive line of communication with worksites, PIC and youth workers.

9/18/96



# SYETP SUBCONTRACTOR EVALUATION

SUBCONTRACTOR: Potrero Hill Neighborhood House (PHNH)

DATE: September 8, 1996

PROG.COMPL.SPECIALIST: Yolanda Harris

SUBCONT. REPRESENTATIVE: Michelle Pierce

## I. RECRUITMENT AND SELECTION OF STAFF

- A. What staff positions were filled by the subcontractor for the SYETP?  
Joyce Armstrong was hired as Area Supervisor. Team Leader Michael Joe started July 1, 1996 and Kimberly Wilson started June 15, 1996.
- B. What were the caseloads for Team Leaders/Teacher Advisors?  
Kimberly Wilson had a caseload of 33 youths, Michael Joe's caseload was 28 youths.
- C. Were there any staff changes? YES [ ] NO [X]  
If YES, please explain: Michelle Pierce assumed the position of Area Supervisor as of June 15, 1996 to replace Joyce Armstrong.
- D. Was staff well informed of subcontractor's goals and program requirements? YES [X] NO [ ]  
If NO, please explain:
- E. Were there any other staffing problems? YES [ ] NO [X]  
If YES, please explain:

## II. RECRUITMENT AND SELECTION OF PARTICIPANTS

- A. Subcontractor's Slot level: 48 (JTPA) Service level: 51  
10 (Say YES)
- B. How many applications did the subcontractor distribute? 133
- C. How many applications were returned to the subcontractor? 83
- D. Were any special efforts made to recruit previously under served ethnic/age groups? YES [X] NO [ ]  
If YES, what were the results?  
PHNH tried to reach out to youths with juvenile cases.
- E. Were any out-of-district waivers requested? YES [X] NO [ ]  
If YES, how many? (Two) 2  
What was (were) the reason(s)?  
The youth were residing closer to the Potrero Hill area.
- F. How and when were the applicants recruited?  
Recruitment started in May 1996. Flyers and job announcements were posted within the Potrero Hill area. Previous MYEEP and SYETP participants were also contacted.
- G. How were participants selected from the applicant pool?  
Applicants were selected on a "first-come, first-serve" basis and by certification clearance.
- H. Were there any recruitment and selection problems? YES [ ] NO [X]  
If YES, please explain and any actions taken to rectify them:



### III. PARTICIPANT CERTIFICATION

A. Fill in Table I below with subcontractor's certification information:

DATE	# SCHED.	# SHOWED	% SHOWED	#MISSING DOCUMENTS
05/30/96	52	18	35%	
06/18/96	38	15	39%	
06/24/96	33	19	58%	
06/28/96	24	9	30%	
07/02/96	15	4	27%	

B. How many cleared certification by June 21? 8

C. How many cleared certification by July 1? 26

D. Was one copy of the masterlist submitted on time and completed correctly? YES [X] NO [ ]  
If NO, please explain:

E. Were youths needing SFUSD photo I.D.s noted on the masterlist? YES [X] NO [ ]

F. Did the subcontractor staff adequately assist during certification? YES [X] NO [ ]  
If NO, please explain:

### IV. WORKSITE DEVELOPMENT

A. How and when were worksites developed?  
Worksite request forms were distributed throughout May and June to former MYEEP and SYETP worksites. In addition, several new worksites were developed.

B. Was there a variety of job duties available to the youths? YES [X] NO [ ]  
If NO, please explain:

C. Please describe the types of jobs (percentage breakdown, if possible)

	# SLOTS	PERCENT
Clerical	44	59%
Custodial	2	3%
Childcare	8	11%
Kitchen Aide	2	2%
Recreation Aide	10	14%
Other	8	11%
Total		100%

D. How many job slots were developed and submitted to the PIC by:

	# SLOTS
May 15	9
June 7	39
June 28	26
Total	74

E. How many job slots were submitted after the June 21 deadline?  
job slots: 26                      worksites: 11

F. What was the total number of worksites that were developed? 74

G. Were the majority of Worksite Requests and MOUs completed correctly? YES [X] NO [ ]  
If NO, please explain:

- H. Did the subcontractor use any worksites from previous years that were evaluated as poor or unacceptable? YES [ ] NO [X]  
If YES, please explain:
- I. Did subcontractor develop any worksites whose jobs were for fewer than 6.8 weeks? YES [ ] NO [X]  
If YES, what arrangements were made for the youth to complete hours?

#### V. PARTICIPANT PLACEMENT

- A. How and when were the participants placed at worksites? Participants were placed at worksites based on certification clearance, availability maturity level, ISS skill sheet and employment interests.
- B. Was the Individual Service Strategy Plan used to complete this process? YES [X] NO [ ]
- C. How many youths started work on July 1, 1996? 23  
When did the subcontractor meet its slot level? July 13, 1996
- D. Were the youths interests and qualifications matched to worksite requirements? YES [X] NO [ ]  
If YES, please explain: Skills and interests were assessed prior to worksite placement.
- E. Were all youths given referral slips to their worksites? YES [X] NO [ ]  
If NO, please explain:
- F. Were any youths placed before they cleared certification? YES [ ] NO [X]  
If YES, please explain:
- G. Were any youths placed at uncertified worksites? YES [ ] NO [X]  
If YES, please explain:
- H. Did the subcontractor utilize the Determination of Certification notices (re: number, job titles child labor law restrictions) to place its youths? YES [X] NO [ ]  
If NO, please explain:

#### VI. ORIENTATIONS

##### Team Leader Orientation

- A. How, when and by whom was the orientation conducted? Team Leader workshop was held by PIC on June 25, 1996 at the SYETP summer office.
- B. Were all Team Leaders oriented? YES [X] NO [ ]  
If NO, please explain:
- C. Was attendance maintained? YES [X] NO [ ]  
If NO, please explain:
- D. Were the duties of the Team Leader clearly defined? YES [X] NO [ ]  
If NO, please explain:
- E. Were all areas of the program adequately explained? YES [X] NO [ ]  
If NO, please explain:
- F. What was the general quality of the orientation? Poor [ ] Very Good [X]  
Satisfactory [ ] Excellent [ ]

Please explain: Duties and responsibilities of Team Leaders were thoroughly discussed.

### Worksite Supervisor Training

- A. How, when and by whom was the orientation conducted?  
Team Leaders visited each worksite to conduct one on one orientation with worksite supervisors and to distribute necessary forms, i.e., timesheets, Sign In/Out sheets, signature cards, and Worksite Handbook.
- B. Were all Worksite Supervisors oriented? YES ☒ NO ☐  
If NO, please explain:
- C. Was attendance maintained? YES ☒ NO ☐  
If NO, please explain:
- D. Were all areas of the program (relevant to the supervisors) adequately explained? YES ☒ NO ☐  
If NO, please explain:
- E. What was the general quality of the orientation? Poor ☐ Very Good ☒  
Satisfactory ☐ Excellent ☐  
Please explain:  
The orientation was very good. The supervisors were made aware of their duties and responsibilities under the summer program.

### Participant Orientation

- A. How, when and by whom were the orientations conducted?  
Team Leaders held group orientations. (July 1, 1996 - 12:00 Noon to 4:00 P.M. and 1:00 P.M. to 5:00 P.M.)
- B. Did all participants receive an orientation? YES ☒ NO ☐  
If NO, please explain:
- C. Was attendance maintained? YES ☒ NO ☐  
If NO, please explain:
- D. Were all areas of the program adequately explained? YES ☒ NO ☐  
If NO, please explain:
- E. What was the general quality of the orientation? Poor ☐ Very Good ☒  
Satisfactory ☐ Excellent ☐  
Please explain:  
The orientations were very good. The Participant Handbook was thoroughly discussed.

## VII. LABOR MARKET ORIENTATION

- A. Date(s) of Labor Market Orientation(s): August 8, 1996  
Location(s): PHNH - 953 De Haro St. , SF CA 94107
- B. Were all pertinent subjects covered? YES ☒ NO ☐  
If NO, please explain:
- C. How was attendance maintained?  
The participants were required to sign in and out.
- D. Did the Labor Market Orientation schedule take into account youths attending summer school? YES ☒ NO ☐  
If NO, please explain:

- E. Were make-up sessions scheduled for those who did not attend? YES [ X ] NO [ ]  
If NO, please explain:

- F. What was the general quality of the subcontractor LMO? Poor [ ] Good [ ]  
Satisfactory [ ] Very Good [X]  
Excellent [ ]

Please explain:

Presentation was efficient and very informative in the area of job search, work etiquette, interviewing skills, and the importance of education.

#### VIII. EDUCATIONAL COMPONENT

For all subcontractors

- A. What test instruments were used to assess participants' math and reading skills?  
CTBS scores and WRAT test scores
- B. Were the tests conducted in a standardized manner? YES [X] NO [ ]  
If NO, please explain:
- C. What percentage of the youths were assessed as having reading grade levels below the 7th grade? 65 %  
What percentage of the youths were assessed as having math grade levels below the 7th grade? 71 %  
What percentage of the youths were assessed as having both reading and math grade levels below the 7th grade? 68 %
- D. Were the assessment results documented? YES [X] NO [ ]  
If NO, please explain:
- E. Were the results available to PIC staff for review? YES [X] NO [ ]  
If NO, please explain:
- F. How were the youths selected for the computer-assisted math/reading classes?  
Based on their math and reading scores. If they were one level below their present grade, they qualified for the education component.
- G. How many youths did the subcontractor refer to the educational component? 7  
Slot level for Ed. Comp. was only 5.
- H. Did the subcontractor refer its required number of youths to the SFUSD educational component by June 9? YES [X] NO [ ]  
If NO, please explain:  
Note: YCD submitted names to Dr. Swalley but the youths were not yet cleared for certification.  
  
By the beginning of the program? YES [X] NO [ ]  
If NO, please explain:
- I. Did the subcontractor maintain a waiting list? YES [ ] NO [X]  
If NO, please explain: There was no need. They had difficulty in meeting their enrollment goal because the participant could not get cleared from certification.
- J. Did the subcontractor need to use it? YES [ ] NO [X]  
If YES, please explain:
- K. How many youths dropped out of the remedial classes? 1

- L. What were the subcontractor's motivational techniques?  
**Getting school credits and informing youth of the monetary and academic benefits.**

#### IX. COUNSELING

- A. What were the Team Leaders/Teacher Advisors caseloads?  
**Kimberly Wilson maintained a caseload of 34 participants while Michael Joe was in charge of the remaining 28 youth workers.**
- B. Were they reasonable and equitable? YES ☒ NO ☐  
 If NO, please explain:
- C. Did the Team Leaders/Teacher Advisors visit the worksites at least once every two weeks? YES ☒ NO ☐  
 If NO, please explain:
- D. Was the visit documented on the I.S.S. Skill Progress Report? YES ☒ NO ☐
- E. Did youths and supervisors know the names of the Team Leaders/Teacher Advisors and feel they were accessible and responsive to them? YES ☒ NO ☐  
 If NO, please explain:
- F. Did the Team Leaders/Teacher Advisors solve worksite problems in a professional and expeditious manner? YES ☒ NO ☐  
 If NO, please explain:
- Comments:

#### X. MONITORING (Program Compliance Specialist)

- A. What percentage of the subcontractor's worksites were monitored? 30%
- B. Did worksites adhere to the Worksite Request, MOU and certification forms (correct number of youths, job duties, etc.)? YES ☒ NO ☐  
 If NO, please explain:
- C. Were worksites supplied with all the necessary paperwork (timesheets, evaluations, emergency forms, etc.)? YES ☒ NO ☐  
 If NO, please explain:
- D. What was the overall quality of the supervision and work experience for the youths? Poor ☐ Very Good ☒  
 Satisfactory ☐ Excellent ☐  
 Please explain: **Worksite supervisors were efficient in supervising and training the youth in various skills and interests.**
- E. Number of worksites rated: Excellent 0 Satisfactory 0  
 Very Good 8 Poor 0  
 Good 2 Unacceptable 0

#### XI. PAYROLL

- A. Were masterlists submitted correctly, completely, and on schedule? YES ☒ NO ☐  
 If NO, please explain:
- B. Were signature verification cards completed correctly and on schedule? YES ☒ NO ☐  
 If NO, please explain:
- C. Were work permits completed for all youths' by the first payday? YES ☐ NO ☒

If NO, please explain:

The work permits were not released by SFUSD until the fourth pay period.

- D. Were at least 90% of the timesheets submitted on time and correctly completed? YES ☒ NO ☐  
If NO, please explain:
- E. Were there any worksites with recurring timesheet problems? YES ☐ NO ☒  
If YES, which one(s):
- F. Were LMO workshop hours added and initialed by subcontractor staff? YES ☒ NO ☐  
If NO, please explain:
- G. Did subcontractor staff respond to PIC requests for corrections? YES ☒ NO ☐  
If NO, please explain:
- H. How were paydays? Poor ☐ Very Good ☒  
Satisfactory ☐ Excellent ☐  
Good ☐

Please explain:

No signature or timesheet problems that were not resolved.

Comments:

## XII. FISCAL

- A. Did subcontract negotiations go well? YES ☒ NO ☐  
If NO, please explain:
- B. What was the cost per participant served? \$1,000
- C. Were invoices submitted on time and completed correctly? YES ☒ NO ☐  
If NO, please explain:
- D. Were expenditures in line with budget projections? YES ☒ NO ☐  
If NO, please explain:
- E. Was supporting documentation kept on file and available to the PIC staff for review? YES ☒ NO ☐  
If NO, please explain:
- F. Were sign in/out and timesheets maintained correctly for subcontractor staff? YES ☒ NO ☐  
If NO, please explain:
- G. Did subcontractor maintain time distribution sheets if part of a regular staff's salary was charged to the SYETP? YES ☒ NO ☐  
If NO, please explain:
- H. Were any subcontract modifications necessary? YES ☐ NO ☒  
If YES, please explain:
- I. Did the subcontractor have any problems managing its funds? YES ☐ NO ☒  
If YES, please explain:
- J. Were the subcontractor's financial records maintained by internal accounting/bookkeeping personnel or by an external financial service provider?  
Internal bookkeeper

**XIII. MIS**

- A. Were the participants' reading grade levels recorded on the applications (PIC 1) in a timely manner?

YES [ X ] NO [ ]

If NO, please explain:

- B. Were the JTPA Termination of Active Enrollment forms (JTA 3 ESF) completed correctly and submitted to the PIC within three (3) working days of the termination date for the youth who left the work experience program early?

YES [ X ] NO [ ]

If NO, please explain:

- C. Were the JTPA Termination of Active Enrollment forms (JTA 3 ESF) submitted correctly and on time?

YES [ X ] NO [ ]

If NO, please explain:

## SAN FRANCISCO EDUCATIONAL SERVICES

### Subcontract Evaluation

The San Francisco Educational Services (SFES) administered a satisfactory Summer Youth Employment and training Program as well as the Say YES Program for 1996. This year's staff consisted of (1) a Program Director, (2) a Team Lead Coordinator, (3) a Certification Assistant, (4) a Head Teacher, and (5) two (2) Assistant Teachers.

Participant recruitment started in June 1996. Fliers were distributed in businesses and community organizations throughout San Francisco to advertise the Summer Youth Program. Service providers within SFES were enlisted for any referrals in the recruitment process.

Three (3) scheduled certifications were held on June 7, June 18, and July 2, 1996, but individual certifications were also conducted on an appointment basis with the PIC certifier in charge of SFES. The agency never met its slot level for both programs.

There were nine (9) worksites that were developed for this year. Four (4) former worksites were contacted to assess their interest to participate in this year's program and five (5) new ones were developed. These worksites were recommended by Service Area Directors of SFES.

SFES had only one Team leader or Team Lead Coordinator. This person had a case load of thirty (30) participants. She attended the Team Leader orientation/workshop on June 6, 1996 held at PIC's Summer Office. The Team Lead Coordinator handled participant recruitment process, worksite development, certification, placement and collecting time sheets, and all the other aspects of the summer program activities. The Certification Assistant only worked until the middle of July 1996.

The Labor Market Orientation (LMO) for SFES was incorporated into the Educational Component on Fridays. Resource persons were invited to discuss a variety of interesting topics ranging from self-development to self-esteem, alternative employment to providing the participants initial information on how to enter college and universities, as well as financial aid available to them.

The youths worked Monday through Thursday and attended classes every Friday from 8:00 a.m. to 5:00 p.m. Classes were usually held at SFES site. The educational component focused on improving the reading and math skills of the participants, in addition to giving them the opportunity to acquire computer skills.

Worksite supervisors received one-on-one orientation from the Team lead Coordinator regarding the different aspects of the program, their duties and responsibilities, and all the required paper work and deadlines. The Supervisor's Handbook was thoroughly discussed with them.

The Payroll master list was more or less submitted on time, vis-à-vis paycheck disbursement went well with the help of the PIC Payroll representative.

Contract and budget negotiations were delayed due to several revisions and adjustments that had to be made. Technical assistance was provided by PIC to enable SFES to complete the process of subcontract negotiation.

Over all SFES administered a satisfactory Summer Youth Employment and Training Program and Say YES Program for the year 1996. The SFES SYETP staff worked hard and diligently. Weak areas in the agency's effort to implement the program has been positively identified. There is a need to strengthen these areas and worked on in order to provide a high quality of service to the youths the agency serves. For one thing, SFES lacked adequate and experienced staff to run the program. Such a situation worked



against the performance of the agency. It showed in the failure of its Team Leader to visit the participants on a semi-regular basis, as well as not meeting with deadlines to submit documents and required paperwork as mandated in the memorandum of understanding (MOU) and the Statement of Work signed and agreed by and between SFES and PIC.

It is recommended that SFES should work closely and with more coordination and cooperation with PIC to improve these areas, enabling the agency to provide a higher quality of service to its clientele.

10/4/96

# SYETP SUBCONTRACTOR EVALUATION

SUBCONTRACTOR: San Francisco Educational Services  
 PROG.COMPL.SPECIALIST: Judith Villamor  
 SUBCONT.REPRESENTATIVE: Vanessa Moore

DATE: September 26, 1996

## I. RECRUITMENT AND SELECTION OF STAFF

### A. What staff positions were filled by the subcontractor for the SYETP?

Program Director	1
Team Lead Coordinator	1
Certification Assistant	1
Head Teacher	1
Assistant Teachers	2

### B. What were the caseloads for Team Leaders/Teacher Advisors?

Team Lead Coordinator had a caseload of 30 participants.

### C. Were there any staff changes?

YES ☒ NO ☐

If YES, please explain:

Certification Assistant worked only up to mid July, thus the reason why the Team Coordinator had a caseload of 30 youths.

### D. Was staff well informed of subcontractor's goals and program requirements?

YES ☒ NO ☐

If NO, please explain:

### E. Were there any other staffing problems?

YES ☒ NO ☐

If YES, please explain:

Certification Assistant worked only up to mid-July, thus the reason why the Team Coordinator had a caseload of 30 youths.

## II. RECRUITMENT AND SELECTION OF PARTICIPANTS

### A. Subcontractor's

Slot level: JTPA 40  
 Say YES 6

Service level: 43

### B. How many applications did the subcontractor distribute?

100

### C. How many applications were returned to the subcontractor?

67

### D. Were any special efforts made to recruit previously underserved ethnic/age groups? YES ☒ NO ☐

If YES, what were the results?

Special efforts were made to recruit high risk kids in the neighborhood.

### E. Were any out-of-district waivers requested?

YES ☐ NO ☒

If YES, how many?

What was (were) the reason(s)?

### F. How and when were the applicants recruited?

0

Recruitment of participants started in May 1996. Community solicitations were made by SFES' different service areas.

### G. How were participants selected from the applicant pool?

Participants were selected and placed at work on first-come first-serve basis.

### H. Were there any recruitment and selection problems?

YES ☐ NO ☒

If YES, please explain and any actions taken to rectify them:

Note: Although there were no problem in the recruitment and selection, the Coordinator finds the recruitments rigid--causing delay in compliance of all documentary requirements.

### III. PARTICIPANT CERTIFICATION

- A. Fill in Table I below with subcontractor's certification information:

DATE	# SCHED.	# SHOWED	% SHOWED	# MISSING DOCUMENTS
06/07/94	20	7	35%	
06/18/96	30	16	53%	
07/02/96	25	10	40%	

- B. How many cleared certification by June 27? 5
- C. How many cleared certification by July 1? 5
- D. Was one copy of the masterlist submitted on time and completed correctly?  
If NO, please explain: YES ☒ NO ☐
- E. Were youths needing SFUSD photo I.D.s noted on the masterlist? YES ☐ NO ☒
- F. Did the subcontractor staff adequately assist during certification?  
If NO, please explain: YES ☒ NO ☐

### IV. WORKSITE DEVELOPMENT

- A. How and when were worksites developed?  
Worksite development started simultaneously with recruitment and selection of applicants. Four (4) old worksites were used and five (5) new ones were developed based on recommendation of service area directors of SFES.
- B. Was there a variety of job duties available to the youths?  
If NO, please explain: YES ☒ NO ☐
- C. Please describe the types of jobs (percentage breakdown, if possible)
- |              | # SLOTS | PERCENT |
|--------------|---------|---------|
| Clerical     | 15      | 4%      |
| Childcare    | 4       | 1%      |
| Teacher Aide | 6       | 15%     |
- D. How many job slots were developed and submitted to the PIC by:
- |         |    |
|---------|----|
| June 3  | 0  |
| June 27 | 26 |
| Total   | 26 |
- E. How many job slots were submitted after the June 3 deadline?  
job slots: 9      worksites: 2
- F. What was the total number of jobs slots that were developed? 26
- G. Were the majority of Worksite Requests and MOUs completed correctly?  
If NO, please explain: YES ☒ NO ☐
- H. Did the subcontractor use any worksites from previous years that were evaluated as poor or unacceptable?  
If YES, please explain: YES ☐ NO ☒

- I. Did subcontractor develop any worksites whose jobs were for fewer than 6.8 weeks? YES [ ] NO [X]  
If YES, what arrangements were made for the youth to complete hours?

#### V. PARTICIPANT PLACEMENT

- A. How and when were the participants placed at worksites?  
As soon as pink sheets were received from PIC/MIS, placement of participants were made following the ISS Plan and job availability.
- B. Was the Individual Service Strategy Plan used to complete this process? YES [X] NO [ ]
- C. How many youths started work on July 1? 5  
When did the subcontractor meet its slot level?  
SFES never met its slot level for both JTPA and Say YES Program.
- D. Were the youths interests and qualifications matched to worksite requirements? YES [X] NO [ ]  
If YES, please explain:  
Youth's interest and qualifications were matched with worksite's requirements.
- E. Were all youths given referral slips to their worksites? YES [X] NO [ ]  
If NO, please explain:
- F. Were any youths placed before they cleared certification? YES [ ] NO [X]  
If YES, please explain:
- G. Were any youths placed at uncertified worksites? YES [ ] NO [X]  
If YES, please explain:
- H. Did the subcontractor utilize the Determination of Certification notices (re: number, job titles child labor law restrictions) to place its youths? YES [X] NO [ ]  
If NO, please explain:

#### VI. ORIENTATIONS

##### Team Leader Orientation

- A. How, when and by whom was the orientation conducted?  
PIC provided Team leader orientation on June 26 and 27, 1996 at the PIC Summer Office.
- B. Were all Team Leaders oriented? YES [X] NO [ ]  
If NO, please explain:  
Note: Vanessa Moore attended the PIC Team Leader orientation held on June 25, 1996.
- C. Was attendance maintained? YES [X] NO [ ]  
If NO, please explain:
- D. Were the duties of the Team Leader clearly defined? YES [X] NO [ ]  
If NO, please explain:
- E. Were all areas of the program adequately explained? YES [X] NO [ ]  
If NO, please explain:
- F. What was the general quality of the orientation? Poor [ ] Very Good [X]  
Satisfactory [ ] Excellent [ ]  
Please explain:  
Through the orientation, Team Leader gained knowledge about her duties and responsibilities in all areas of the program.

### Worksite Supervisor Training

- A. How, when and by whom was the orientation conducted?  
Orientations for Worksite Supervisors were conducted on a one-on-one basis **during** the 1st week of July 1996 by the Team Coordinator.
- B. Were all Worksite Supervisors oriented? YES ☒ NO ☐  
If NO, please explain:
- C. Was attendance maintained? YES ☒ NO ☐  
If NO, please explain:
- D. Were all areas of the program (relevant to the supervisors) adequately explained? YES ☒ NO ☐  
If NO, please explain:
- E. What was the general quality of the orientation? Poor ☐ Very Good ☒  
Satisfactory ☐ Excellent ☐  
Please explain:  
The Worksite Supervisors were oriented on the duties and responsibilities including the provisions of the Handbook.

### Participant Orientation

- A. How, when and by whom were the orientations conducted?  
Participant orientations were conducted on July 1, 1996. There were two (2) group orientation. Those who were not able to make it was given a one-on-one orientation by the Coordinator.
- B. Did all participants receive an orientation? YES ☒ NO ☐  
If NO, please explain:
- C. Was attendance maintained? YES ☒ NO ☐  
If NO, please explain:
- D. Were all areas of the program adequately explained? YES ☒ NO ☐  
If NO, please explain:
- E. What was the general quality of the orientation? Poor ☐ Very Good ☒  
Satisfactory ☐ Excellent ☐  
Please explain:  
Participants were oriented about the program and the Participant Handbook was thoroughly discussed.

## VII. LABOR MARKET ORIENTATION

- A. Date(s) of Labor Market Orientation(s): LMO were incorporated in the Educational Component. Location(s):
- B. Were all pertinent subjects covered? YES ☒ NO ☐  
If NO, please explain:
- C. How was attendance maintained?  
All participants were required to sign an In/Out Sheet and Attendance Sheet.
- D. Did the Labor Market Orientation schedule take into account youths attending summer school? YES ☒ NO ☐  
If NO, please explain:
- E. Were make-up sessions scheduled for those who did not attend? YES ☒ NO ☐  
If NO, please explain:

- F. What was the general quality of the subcontractor LMO? Poor ☐ Good ☒  
Satisfactory ☐ Very Good ☐  
Excellent ☐

Please explain:

Participants were taught the importance of getting a job, job search technique, resume writing, interview techniques and computer skills.

#### VIII. EDUCATIONAL COMPONENT

For all subcontractors

- A. What test instruments were used to assess participants' math and reading skills?

WRAT Test

- B. Were the tests conducted in a standardized manner? YES ☒ NO ☐

If NO, please explain:

- C. What percentage of the youths were assessed as having reading grade levels below the 7th grade? 55%

What percentage of the youths were assessed as having math grade levels below the 7th grade? 58%

What percentage of the youths were assessed as having both reading and math grade levels below the 7th grade? 57%

- D. Were the assessment results documented? YES ☒ NO ☐

If NO, please explain:

- E. Were the results available to PIC staff for review? YES ☒ NO ☐

If NO, please explain:

- F. How were the youths selected for the computer-assisted math/reading classes?

Based on the result of their aptitude test, a curriculum was individually adopted for each participant.

- G. How many youths did the subcontractor refer to the educational component? 30

- H. Did the subcontractor refer its required number of youths to the SFUSD educational component by June 9?

YES ☐ NO ☒

If NO, please explain:

N/A for SFES

By the beginning of the program?

YES ☐ NO ☒

If NO, please explain:

- I. Did the subcontractor maintain a waiting list? YES ☐ NO ☒

If NO, please explain:

- J. Did the subcontractor need to use it? YES ☐ NO ☒

If YES, please explain:

- K. How many youths dropped out of the remedial classes? 0

- L. What were the subcontractor's motivational techniques?

Free field trips to different offices and factories.

#### IX. COUNSELING

- A. What were the Team Leaders/Teacher Advisors caseloads?

Team Coordinator - 30

SYETP - 26

Say Yes - 4

- B. Were they reasonable and equitable? YES ☐ NO ☒  
 If NO, please explain:  
 The Team Coordinator was at the same time the SYETP Coordinator at SFES. She was practically working alone for the summer.
- C. Did the Team Leaders/Teacher Advisors visit the worksites at least once every two weeks? YES ☒ NO ☐  
 If NO, please explain:  
 Note: Some participants claim that SYETP Coordinator did not pick up their timesheets nor visited them between the third and last pay period.
- D. Was the visit documented on the I.S.S. Skill Progress Report? YES ☒ NO ☐
- E. Did youths and supervisors know the names of the Team Leaders/Teacher Advisors and feel they were accessible and responsive to them? YES ☒ NO ☐  
 If NO, please explain:
- F. Did the Team Leaders/Teacher Advisors solve worksite problems in a professional and expeditious manner? YES ☐ NO ☒  
 If NO, please explain:  
 Not sure because SFES did not submit any report nor did they respond to PIC memo regarding complaints from participants.

Comments:

#### X. MONITORING (Program Compliance Specialist)

- A. What percentage of the subcontractor's worksites were monitored? 30%
- B. Did worksites adhere to the Worksite Request, MOU and certification forms (correct number of youths, job duties, etc.)? YES ☒ NO ☐  
 If NO, please explain:
- C. Were worksites supplied with all the necessary paperwork (timesheets, evaluations, emergency forms, etc.)? YES ☒ NO ☐  
 If NO, please explain:
- D. What was the overall quality of the supervision and work experience for the youths?
- |              |                                     |           |                          |
|--------------|-------------------------------------|-----------|--------------------------|
| Poor         | <input type="checkbox"/>            | Very Good | <input type="checkbox"/> |
| Satisfactory | <input type="checkbox"/>            | Excellent | <input type="checkbox"/> |
| Good         | <input checked="" type="checkbox"/> |           |                          |
- Please explain:  
 The supervision provided were adequate.
- E. Number of worksites rated:
- |           |   |              |   |
|-----------|---|--------------|---|
| Excellent | 0 | Satisfactory | 0 |
| Very Good | 2 | Poor         | 0 |
| Good      | 2 | Unacceptable | 0 |

#### XI. PAYROLL

- A. Were masterlists submitted correctly, completely, and on schedule? YES ☒ NO ☐  
 If NO, please explain:  
 Note: Master lists were submitted correctly but most often they were late.
- B. Were signature verification cards completed correctly and on schedule? YES ☒ NO ☐  
 If NO, please explain:
- C. Were work permits completed for all youths' by the first payday? YES ☐ NO ☒  
 If NO, please explain:  
 Work permits were not available from school district until the fourth pay period.

- D. Were at least 90% of the timesheets submitted on time and correctly completed? YES ☐ NO ☒  
 If NO, please explain:  
**There were occasions when timesheets were late due to the fact that the supervisors who are supposed to sign them are not at the worksite. Only the alternative supervisors are at hand to supervise the youths.**
- E. Were there any worksites with recurring timesheet problems? YES ☐ NO ☒  
 If YES, which one(s):
- F. Were LMO workshop hours added and initialed by subcontractor staff? YES ☒ NO ☐  
 If NO, please explain:
- G. Did subcontractor staff respond to PIC requests for corrections? YES ☒ NO ☐  
 If NO, please explain:
- H. How were paydays? Poor ☐ Very Good ☒  
 Satisfactory ☐ Excellent ☐  
 Please explain:  
**Pay check distributions went very smoothly. SFES assisted PIC payroll clerk during pay days.**  
 Comments:

## XII. FISCAL

- A. Did subcontract negotiations go well? YES ☒ NO ☐  
 If NO, please explain:
- B. What was the cost per participant served? \$1,000
- C. Were invoices submitted on time and completed correctly? YES ☐ NO ☒  
 If NO, please explain:  
**The agency is late in submitting their budget contracts.**
- D. Were expenditures in line with budget projections? YES ☒ NO ☐  
 If NO, please explain:
- E. Was supporting documentation kept on file and available to the PIC staff for review? YES ☒ NO ☐  
 If NO, please explain:
- F. Were sign in/out and timesheets maintained correctly for subcontractor staff? YES ☒ NO ☐  
 If NO, please explain:
- G. Did subcontractor maintain time distribution sheets if part of a regular staff's salary was charged to the SYETP? YES ☒ NO ☐  
 If NO, please explain:
- H. Were any subcontract modifications necessary? YES ☐ NO ☒  
 If YES, please explain:
- I. Did the subcontractor have any problems managing its funds? YES ☐ NO ☒  
 If YES, please explain:
- J. Were the subcontractor's financial records maintained by internal accounting/bookkeeping personnel or by an external financial service provider? YES ☒ NO ☐  
**Controller**



**XIII. MIS**

- A. Were the participants' reading grade levels recorded on the applications (PIC 1) in a timely manner?

YES [ ] NO [X]

If NO, please explain:

Math and reading test scores were not available then.

- B. Were the JTPA Completion Notice forms (JTPA 60 E2) completed correctly and submitted to the PIC within three (3) working days of the termination date for the youth who left the work experience program early?

YES [X] NO [ ]

If NO, please explain:

- C. Were the JTPA Completion Notice forms (JTPA 60 E2) submitted correctly and on time?

YES [X] NO [ ]

If NO, please explain:

**SAN FRANCISCO UNIFIED SCHOOL DISTRICT**  
**Subcontractor Evaluation - Mollie Copeland**

Once again the San Francisco Unified School District operated a superior summer program. Notification of funding for the program came very late, the program was shortened to 6.8 weeks, and placement in jobs was difficult for the many youth who were attending extended summer school.

Thirty three (33) certificated staff and nine (9) classified staff were hired. The positions were advertised in the SFUSD Weekly Administrators Directive on May 15, 1996. The fifteen (15) Work Experience Advisor slots were filled by thirty (30) individuals, each working one half of the summer with caseloads of approximately forty-five (45) participants.

Application coordinators at each of the District's high schools handled participant recruitment and selection. Special efforts were made to reach hard-to-recruit groups. Participant certification began May 11<sup>th</sup> and most of it was completed by June 25<sup>th</sup>. The District placed 589 of its total slot level of 603. In the past the District has always exceeded its slot level but the late start of the program and a severe shortage of certified applicants made it difficult to meet planned goals.

Worksite development began in May by contacting previous worksites from 1995 and by contacting new worksites. Efforts were made to develop more late afternoon work slots due to the large number of participants enrolled in District summer school program.

Participants received orientations on June 19<sup>th</sup> and June 20<sup>th</sup> and many selected their jobs then. An orientation for Work Experience Advisors was held on June 13<sup>th</sup> at the Principals Center, 1351 42<sup>nd</sup> Avenue. Special attention was given to the required documentation of counseling visits by the Work Experience Advisor.

Worksite supervisor training sessions were held throughout the city on June 4, 6, 11, 12, 13, 14, and 16.

Labor Market Orientation was provided through the Learning Activity Packet (LAP), which was given to each youth and discussed with them by their Work Experience Advisor. This summer only one packet was used due to the abbreviated program.

The SFUSD referred 89 youth to the Educational Component program with 78 completing the course. The District provided 60 hours of classroom instruction to a total of 118 participants, including those referred from other subcontractors.

Monitoring of worksites went smoothly, with a large percentage of youth and supervisors reporting very good work experiences.

Cooperative Vocational Education classes were made available to all participants and were offered at four locations: Southeast Community College, University of California Medical Center at San Francisco State University. The district also once again collaborated with California Lawyers for the Arts, which placed participants in art or art related worksites and offered workshops relating to arts employment.

SFUSD staff members were always helpful, quick to respond to requests, and a pleasure to work with.



## SYETP SUBCONTRACTOR EVALUATION

SUBCONTRACTOR: San Francisco Unified School District

DATE: SEPTEMBER 10, 1996

PROG.COMPL.SPECIALIST: Mollie Copeland

SUBCONT. REPRESENTATIVE: Betty Baham

### I. RECRUITMENT AND SELECTION OF STAFF

- A. What staff positions were filled by the subcontractor for the SYETP?

There were thirty-three (33) certificated staff and nine (9) classified staff. Availability of jobs for work experience advisors and educational component certified staff was advertised in the SFUSD Weekly Administrator Directive May 15, 1996. There were fifteen (15) slots for Work Experience Advisors, which were filled by thirty (30) individuals.

- B. What were the caseloads for Work Experience Advisors?

Each had a caseload of approximately forty-five (45) participants.

- C. Were there any staff changes?

YES [X] NO [ ]

If YES, please explain:

A few revisions were made to the original assignment schedule.

- D. Was staff well informed of subcontractor's goals and program requirements?

YES [X] NO [ ]

If NO, please explain:

- E. Were there any other staffing problems?

YES [ ] NO [X]

If YES, please explain:

### II. RECRUITMENT AND SELECTION OF PARTICIPANTS

- A. Subcontractor's

Slot level: 597

Service level: 603

- B. How many applications did the subcontractor distribute?

6500

- C. How many applications were returned to the subcontractor?

1566

- D. Were any special efforts made to recruit previously under served ethnic/age groups? YES [X] NO [ ]

If YES, what were the results?

Application coordinators were instructed to put forth special efforts to reach "hard-to-recruit" groups. There was outreach to community agencies and bilingual fliers were distributed. All high schools as well as middle schools, were contacted.

- E. Were any out-of-district waivers requested?

YES [ ] NO [X]

If YES, how many?

What was (were) the reason(s)?

- F. How and when were the applicants recruited?

Application coordinators began recruiting the end of April 1996. They distributed information throughout the district's high schools and community agencies.

- G. How were participants selected from the applicant pool?

Applications were selected in accordance with JTPA eligibility criteria. One thousand one hundred seventy-seven (1,177) applicants were referred for certification based on criteria that reflects "most in need".

- H. Were there any recruitment and selection problems? YES ☒ NO ☐  
 If YES, please explain and any actions taken to rectify them:  
 The late start of the program and shortage of certified applicants by June 24 caused problems. The District fell short of its goals for African-American, Latino and handicapped youth by one participant for each characteristic goal and did not meet its goal for "other whites".

### III. PARTICIPANT CERTIFICATION

- A. Fill in Table I below with subcontractor's certification information:

DATE	# SCHED.	# SHOWED	% SHOWED	# MISSING DOCUMENTS
05/11/96	205	158		
05/18/96	201	154		
06/01/96	300	187		
06/08/96	314	143		
06/15/96	289	156		
06/18/96	17	19		
06/25/96	25	20		

Total = 62%

- B. How many cleared certification by June 21? 602  
 C. How many cleared certification by July 1? 682

A total of 703 youth cleared certification.

- D. Was one copy of the masterlist submitted on time and completed correctly? YES ☒ NO ☐  
 If NO, please explain:  
 E. Were youths needing SFUSD photo I.D.s noted on the masterlist? YES ☒ NO ☐  
 F. Did the subcontractor staff adequately assist during certification? YES ☒ NO ☐  
 If NO, please explain:

### IV. WORKSITE DEVELOPMENT

- A. How and when were worksites developed?  
 Worksite development began in May by sending letters to all participating agencies from 1995 as well as by contacting new worksites. Efforts were made to develop late afternoon work slots due to the large number of participants enrolled in District summer school programs.  
 B. Was there a variety of job duties available to the youths? YES ☒ NO ☐  
 If NO, please explain:  
 C. Please describe the types of jobs (percentage breakdown, if possible)

	# SLOTS	PERCENT
Clerical	407	69%
Custodial	58	10%
Childcare	104	17%
Recreation Aide	9	1%
Teacher Aide	10	2%
Other	7	1%
Total	595	100%

D. How many job slots were developed and submitted to the PIC by:

	# SLOTS
May 15	0
June 7	294
June 28	<u>1069</u>
Total	1069

E. How many job slots were submitted after the June 6 deadline?

job slots: 45                      worksites: 20

F. What was the total number of worksites that were developed?

1391

G. Were the majority of Worksite Requests and MOUs completed correctly?

YES ☒ NO ☐

If NO, please explain:

H. Did the subcontractor use any worksites from previous years that were evaluated as poor or unacceptable?

YES ☐ NO ☒

If YES, please explain?

I. Did subcontractor develop any worksites whose jobs were for fewer than 7.8 weeks? YES ☒ NO ☐

If YES, what arrangements were made for the youth to complete hours?

In the few sites which were utilized for less than 6-8 weeks, youth were allowed to work more than 4 hours per day to end up with 136 hours of work.

#### V. PARTICIPANT PLACEMENT

A. How and when were the participants placed at worksites?

Participants received orientation on June 19 and June 20 when most selected their jobs. Many participants began work June 24. Whenever possible work experience advisors accompanied youth to their sites in the beginning.

B. Was the Individual Service Strategy Plan used to complete this process?

YES ☒ NO ☐

C. How many youths started work on June 24 1996? 340

When did the subcontractor meet its slot level? 8/1/96

A total of five hundred and eighty-eight (588) youth were placed.

D. Were the youths interests and qualifications matched to worksite requirements?

YES ☒ NO ☐

If YES, please explain:

E. Were all youths given referral slips to their worksites?

YES ☒ NO ☐

If NO, please explain:

F. Were any youths placed before they cleared certification?

YES ☐ NO ☒

If YES, please explain:

G. Were any youths placed at uncertified worksites?

YES ☒ NO ☐

If YES, please explain:

There were a few occasions when youth were placed at worksites still in the process of certification.

H. Did the subcontractor utilize the Determination of Certification notices (re: number, job titles child labor law restrictions) to place its youths?

YES ☒ NO ☐

If NO, please explain:

## VI. ORIENTATIONS

### Work Experience Advisors Orientation

- A. How, when and by whom was the orientation conducted?

An orientation for work experience advisors led by Betty Baham was held June 12, 1996 at 1351 42nd Avenue.

- B. Were all Team Leaders oriented? YES [ X ] NO [ ]  
If NO, please explain:
- C. Was attendance maintained? YES [ X ] NO [ ]  
If NO, please explain:
- D. Were the duties of the Team Leader clearly defined? YES [ X ] NO [ ]  
If NO, please explain:
- E. Were all areas of the program adequately explained? YES [ X ] NO [ ]  
If NO, please explain:
- F. What was the general quality of the orientation? Poor [ ] Very Good [ ]  
Satisfactory [ ] Excellent [ X ]

Please explain:

### Worksite Supervisor Training

- A. How, when and by whom was the orientation conducted?

Seven (7) worksite supervisor orientations were held throughout the City on June 4, 6, 11, 12, 13, 14, and 16, conducted by Betty Baham and other district staff.

- B. Were all Worksite Supervisors oriented? YES [ X ] NO [ ]  
If NO, please explain:
- C. Was attendance maintained? YES [ X ] NO [ ]  
If NO, please explain:
- D. Were all areas of the program (relevant to the supervisors) adequately explained? YES [ X ] NO [ ]  
If NO, please explain:
- E. What was the general quality of the orientation? Poor [ ] Very Good [ ]  
Satisfactory [ ] Excellent [ X ]

Please explain:

### Participant Orientation

- A. How, when and by whom were the orientations conducted?

Participants received orientation on June 19 and June 20, conducted by district staff.

- B. Did all participants receive an orientation? YES [ X ] NO [ ]  
If NO, please explain:
- C. Was attendance maintained? YES [ X ] NO [ ]  
If NO, please explain:
- D. Were all areas of the program adequately explained? YES [ X ] NO [ ]  
If NO, please explain:
- E. What was the general quality of the orientation? Poor [ ] Very Good [ ]  
Satisfactory [ ] Excellent [ X ]

Please explain:

## VII. LABOR MARKET ORIENTATION

- A. Date(s) of Labor Market Orientation(s): Information was provided via the Learning Activity Packets which were given to the youth and discussed with them by their teacher. Only one of these workbooks was utilized this summer due to the late start and shortened work period.

Location(s):

- B. Were all pertinent subjects covered? YES ☒ NO ☐  
If NO, please explain:
- C. How was attendance maintained?  
N/A
- D. Did the Labor Market Orientation schedule take into account youths attending summer school? YES ☒ NO ☐  
If NO, please explain:
- E. Were make-up sessions scheduled for those who did not attend? YES ☐ NO ☐  
If NO, please explain:  
N/A
- F. What was the general quality of the subcontractor LMO? Poor ☐ Good ☐  
Satisfactory ☐ Very Good ☒  
Excellent ☐

Please explain:

Overall the youth reported they received helpful information from the Learning Activity Packet, plus the advice given them by their work experience advisors.

## VIII. EDUCATIONAL COMPONENT

For all subcontractors

- A. What test instruments were used to assess participants' math and reading skills?  
CTBS (Comprehensive Test of Basic Skills) and CAT (California Achievement Test)
- B. Were the tests conducted in a standardized manner? YES ☒ NO ☐  
If NO, please explain:
- C. What percentage of the youths were assessed as having reading grade levels below the 7th grade?  
What percentage of the youths were assessed as having math grade levels below the 7th grade?  
What percentage of the youths were assessed as having both reading and math grade levels below the 7th grade?  
Per Betty Baham, difficult if not impossible to get.
- D. Were the assessment results documented? YES ☒ NO ☐  
If NO, please explain:
- E. Were the results available to PIC staff for review? YES ☒ NO ☐  
If NO, please explain:
- F. How were the youths selected for the computer-assisted math/reading classes?  
Youth were selected if they rated below their grade levels on their test scores.
- G. How many youths did the subcontractor refer to the educational component? 89
- H. Did the subcontractor refer its required number of youths to the SFUSD educational component by June 9? YES ☒ NO ☐  
If NO, please explain:



- By the beginning of the program? YES [ X ] NO [ ]  
If NO, please explain:
- I. Did the subcontractor maintain a waiting list? YES [ X ] NO [ ]  
If NO, please explain:
- J. Did the subcontractor need to use it? YES [ ] NO [ X ]  
If YES, please explain:
- K. How many youths dropped out of the remedial classes? 8
- L. What were the subcontractor's motivational techniques?  
Participants were offered 5 units of elective credits, recognition awards, \$4.25 per hour, Fast Passes, and the opportunity to improve reading and math skills.

#### IX. COUNSELING

- A. What were the Work Experience Advisors caseloads?  
Approximately forty-five (45) participants were assigned to each work experience advisor.
- B. Were they reasonable and equitable? YES [ X ] NO [ ]  
If NO, please explain:
- C. Did the Team Leaders/Teacher Advisors visit the worksites at least once every two weeks? YES [ X ] NO [ ]  
If NO, please explain:
- D. Was the visit documented on the I.S.S. Skill Progress Report? YES [ X ] NO [ ]
- E. Did youths and supervisors know the names of the Team Leaders/Teacher Advisors and feel they were accessible and responsive to them? YES [ X ] NO [ ]  
If NO, please explain:
- F. Did the Team Leaders/Teacher Advisors solve worksite problems in a professional and expeditious manner? YES [ X ] NO [ ]  
If NO, please explain:

Comments:

#### X. MONITORING (Program Compliance Specialist)

- A. What percentage of the subcontractor's worksites were monitored? 20%
- B. Did worksites adhere to the Worksite Request, MOU and certification forms (correct number of youths, job duties, etc.)? YES [ X ] NO [ ]  
If NO, please explain:
- C. Were worksites supplied with all the necessary paperwork (timesheets, evaluations, emergency forms, etc.)? YES [ X ] NO [ ]  
If NO, please explain:
- D. What was the overall quality of the supervision and work experience for the youths? Poor [ ] Very Good [ X ]  
Satisfactory [ ] Excellent [ ]

Please explain:

A large percentage of youth and supervisors interviewed reported very good work experience.

E. Number of worksites rated:	Excellent	17	Satisfactory	2
	Very Good	50	Poor	0
	Good	25	Unacceptable	0

#### XI. PAYROLL

- A. Were masterlists submitted correctly, completely, and on schedule? YES ☒ NO ☐  
If NO, please explain:
- B. Were signature verification cards completed correctly and on schedule? YES ☒ NO ☐  
If NO, please explain:
- C. Were work permits completed for all youths' by the first payday? YES ☐ NO ☒  
If NO, please explain:  
**Work permits were available by the fourth payroll.**
- D. Were at least 90% of the timesheets submitted on time and correctly completed? YES ☒ NO ☐  
If NO, please explain:
- E. Were there any worksites with recurring timesheet problems? YES ☐ NO ☒  
If YES, which one(s):
- F. Were LMO workshop hours added and initialed by subcontractor staff? YES ☐ NO ☒  
If NO, please explain:
- G. Did subcontractor staff respond to PIC requests for corrections? YES ☐ NO ☐  
If NO, please explain: **N/A**
- H. How were paydays? Poor ☐  
Satisfactory ☐  
Good ☐ Very Good ☒  
Excellent ☐

Please explain:

Comments:

#### XII. FISCAL

- A. Did subcontract negotiations go well? YES ☒ NO ☐  
If NO, please explain:
- B. What was the cost per participant served? \$1,000
- C. Were invoices submitted on time and completed correctly? YES ☒ NO ☐  
If NO, please explain:
- D. Were expenditures in line with budget projections? YES ☒ NO ☐  
If NO, please explain:
- E. Was supporting documentation kept on file and available to the PIC staff for review? YES ☒ NO ☐  
If NO, please explain:
- F. Were sign in/out and timesheets maintained correctly for subcontractor staff? YES ☒ NO ☐  
If NO, please explain:
- G. Did subcontractor maintain time distribution sheets if part of a regular staff's salary was charged to the SYETP? YES ☒ NO ☐  
If NO, please explain:

- H. Were any subcontract modifications necessary? YES ☒ NO ☐  
 If YES, please explain:  
**SFUSD asked for modification on expenses for direct other.**
- I. Did the subcontractor have any problems managing its funds? YES ☐ NO ☒  
 If YES, please explain:
- J. Were the subcontractor's financial records maintained by internal accounting/  
 bookkeeping personnel or by an external financial service provider? YES ☒ No ☐  
**Internal accounting.**

### XIII. MIS

- A. Were the participants' reading grade levels recorded on the applications (PIC 1)  
 in a timely manner? YES ☒ NO ☐  
 If NO, please explain:
- B. Were the JTPA Termination of Active Enrollment forms (JTA 3 ESF) completed correctly and  
 submitted to the PIC within three (3) working days of the termination date for the  
 youth who left the work experience program early? YES ☒ NO ☐  
 If NO, please explain:
- C. Were the JTPA Termination of Active Enrollment forms (JTA 3 ESF) submitted correctly  
 and on time? YES ☒ NO ☐  
 If NO, please explain:

<b>SFUSD</b>
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- D. Were the JTPA Client Action forms (JTPA 60 E1) submitted correctly and on time  
 for the youths enrolled in the educational component? YES ☒ NO ☐  
 If NO, please explain:
- For youths who left the educational component before completion? YES ☒ NO ☐  
 If NO, please explain:

**VIETNAMESE YOUTH DEVELOPMENT CENTER (VYDC)**  
**Subcontractor Evaluation - Yolanda Harris**

Vietnamese Youth Development Center (VYDC) administered an excellent Summer Youth Employment and Training Program (SYETP) and Say YES Program for 1996. Year-round staff were assigned to work with the SYETP during the summer. VYDC's Director, Louella Lee, was a part-time coordinator, while MYEEP counselors, Pathara Chuop and Judy Young, became the Senior Counselors, and Michael Sev as Team Counselor. The caseload for each Team Counselor was forty (40). This number was determined by dividing the number of youth participants.

During the months of May and June 1996, applications were distributed to the youth community. Recruitment was also done by contacting the Department of Social Services, Central City, South of Market Youth Agencies, West Bay Filipino Multi-Services and refugee service providers. VYDC's slot number was 102 with a service level of 109. There were 300 applications distributed, with 116 completed applications being returned for certification process. Consideration were given to high risk youth, family size and income and "first time" youth applicants. In addition, 20 out of district youth were referred to programs in their own districts.

There were four (4) certifications scheduled on May 20, June 17, June 27, and July 10, 1996. As of July 1, 1996, approximately 85 youths had been cleared for certification. The remaining were cleared shortly thereafter, including those recruited for the Say YES Program.

Worksite development began in May 1996. Previous worksites were contacted to assess their interest in participating in this year's program. Worksite request forms were mailed to forty (40) former worksites and thirteen (13) new interested agencies. There were fifty three (53) worksites developed, with 186 job slots.

Interviews were made with each certified youth with regards to summer school enrollment, available work hours, orientation dates and interests in educational component and job type. Over 90% of the youths were placed at worksites and working by July 1, 1996. The remaining 10% were placed shortly thereafter.

Team Leader orientations were held by PIC at the summer office on June 25 and June 26, 1996. The workshop included a program overview, roles and responsibilities of PIC, Subcontractors and Team Leaders. Orientations were scheduled for the participants on July 1 and 2, 1996. The orientation covered program goals, structure, rules and regulations, termination/grievance procedures, time-sheet/payroll, and emergency medical information. The Team Leaders provided supervisors with individual program orientations. Supervisors were given a personnel file for each participant, including emergency/referral forms and Worksite Handbooks.

Labor Market Orientations were divided into two (2) segments. Participants attended Labor Market Orientation on August 6 and 7, 1996. Each session lasted four (4) hours. Lila Chiem, VYDC's Educational Counselor, conducted the first hour of each workshop and discussed career planning and higher education. The SYETP staff focused the remainder of the workshop on job search and interviewing skills.

CTBS scores were retrieved from the SFUSD. Youths with missing scores were assessed by staff using the WRAT test. As scores indicated, most of the participants were below grade level and were strongly advised to enroll in the Educational Component. Nine (9) youths were referred to the Educational Component; three (3) students completed the program at Mission High School, the other two (2) students dropped out of the program before the end of the summer and four (4) students decided to attend regular summer school. Summer school started earlier than compared to previous years, which didn't allow youth to clear certification.

Each Team Leader had a caseload of forty (40) youth workers. Very little counseling was needed, leadership techniques were practiced by all SYETP staff at VYDC.

Approximately thirty percent (30%) of the 102 job slots used were monitored by the assigned Program Compliance Specialist. The majority of jobs, fifty-two percent (52%) were clerical, eighteen percent (18%) recreational, twelve percent (12%) child care, two percent (2%) custodial, and thirteen percent (13%) other positions.

Master lists, signature verification and work permits were all submitted on time./ There were no problems regarding timesheets. They were all in order.

JTPA and Say YES contract negotiations were completed. Invoices were submitted correctly and timely. Subcontractor had no financial management problems.

Payroll distributions went smoothly and all necessary documents were in order. VYDC staff ably assisted the PIC payroll clerk during pay day.

Over all VYDC administered an excellent SYETP. The communication and efforts from the staff made this year's program an overall success. Worksite supervisors rate this year's program an improvement from previous years.

9/12/96

# SYETP SUBCONTRACTOR EVALUATION

SUBCONTRACTOR: Vietnamese Youth Development Center

DATE: September 5, 1996

PROG.COMPL.SPECIALIST: Yolanda Harris

SUBCONT. REPRESENTATIVE: Puthara Chuop

## I. RECRUITMENT AND SELECTION OF STAFF

- A. What staff positions were filled by the subcontractor for the SYETP?  
Executive Director Louella Lee assumed part-time Coordinator position, two (2) Senior Team Counselors, Puthara Chuop and Judy Young, and one (1) Team Counselor, Michael Siv
- B. What were the caseloads for Team Leaders/Teacher Advisors?  
Approximately 40 each.
- C. Were there any staff changes? YES [ ] NO [X]  
If YES, please explain:
- D. Was staff well informed of subcontractor's goals and program requirements? YES [X] NO [ ]  
If NO, please explain:
- E. Were there any other staffing problems? YES [ ] NO [X]  
If YES, please explain:

## II. RECRUITMENT AND SELECTION OF PARTICIPANTS

- A. Subcontractor's Slot level: JTPA 102 Service level: 109  
Say YES 20
- B. How many applications did the subcontractor distribute? 300
- C. How many applications were returned to the subcontractor? 116
- D. Were any special efforts made to recruit previously underserved ethnic/age groups? YES [X] NO [ ]  
If YES, what were the results?  
Applications were distributed to Department of Social Services, Central City and South of Market Organizations, youth agencies, West Bay Philipino Multi-Services, and refugee service providers.
- E. Were any out-of-district waivers requested? YES [ ] NO [X]  
If YES, how many?  
What was (were) the reason(s)?  
Note: There were twenty (20) out of district youths but they were referred to their own districts.
- F. How and when were the applicants recruited?  
Applications were distributed in schools, recreation centers, DSS, Central City Organizations, youth agencies, refugee service providers and residence buildings as early as May 1996.
- G. How were participants selected from the applicant pool?  
Consideration was given first to high risk youth, low income families, and first time youth worker-applicant.
- H. Were there any recruitment and selection problems? YES [ ] NO [X]  
If YES, please explain and any actions taken to rectify them:

### III. PARTICIPANT CERTIFICATION

A. Fill in Table I below with subcontractor's certification information:

DATE	# SCHED.	# SHOWED	% SHOWED	# MISSING DOCUMENTS
05/20/96	72	60	83%	
06/17/96	53	41	77%	
06/27/96	26	14	53%	
07/10/96	25	25	100%	

B. How many cleared certification by June 21? 49

C. How many cleared certification by July 1? 70

D. Was one copy of the masterlist submitted on time and completed correctly? YES ☒ NO ☐  
If NO, please explain:

E. Were youths needing SFUSD photo I.D.s noted on the masterlist? YES ☐ NO ☒

F. Did the subcontractor staff adequately assist during certification? YES ☒ NO ☐  
If NO, please explain:

### IV. WORKSITE DEVELOPMENT

A. How and when were worksites developed?

VYDC SYETP staff contacted previous worksites during the month of May. Worksite request Forms were mailed to forty (40) former sides and (13) new worksites. Necessary follow-ups on the telephone were made to ensure participation.

B. Was there a variety of job duties available to the youths? YES ☒ NO ☐  
If NO, please explain:

C. Please describe the types of jobs (percentage breakdown, if possible)

	# SLOTS	PERCENT
Clerical	97	55%
Custodial	4	2%
Childcare	44	25%
Kitchen Aide	1	1%
Recreation Aide	4	2%
Other	26	15%

D. How many job slots were developed and submitted to the PIC by:

May 15	0
June 7	51
June 28	125
Total	176

E. How many job slots were submitted after the June 21 deadline?  
job slots: 19 worksites: 8

F. What was the total number of jobs slots that were developed? 176

G. Were the majority of Worksite Requests and MOUs completed correctly? YES ☒ NO ☐  
If NO, please explain:

H. Did the subcontractor use any worksites from previous years that were evaluated as poor or unacceptable? YES ☐ NO ☒  
If YES, please explain:



- I. Did subcontractor develop any worksites whose jobs were for fewer than 7.8 weeks? YES [ ] NO [X]  
If YES, what arrangements were made for the youth to complete hours?

#### V. PARTICIPANT PLACEMENT

- A. How and when were the participants placed at worksites?  
Follow-up interviews were made on each youth regarding summer school attendance, available work hours, job interests, interest in the Educational Component and orientation dates. A good number of youths were placed on worksites by July 1, 1996; the remainder was placed by July 15, 1996.
- B. Was the Individual Service Strategy Plan used to complete this process? YES [X] NO [ ]
- C. How many youths started work on July 1? 70  
When did the subcontractor meet its slot level? July 15, 1996
- D. Were the youths interests and qualifications matched to worksite requirements? YES [X] NO [ ]  
If YES, please explain:  
Youths were placed according to skills, interests and availability and worksite requirements.
- E. Were all youths given referral slips to their worksites? YES [X] NO [ ]  
If NO, please explain:
- F. Were any youths placed before they cleared certification? YES [ ] NO [X]  
If YES, please explain:
- G. Were any youths placed at uncertified worksites? YES [ ] NO [X]  
If YES, please explain:
- H. Did the subcontractor utilize the Determination of Certification notices (re: number, job titles child labor law restrictions) to place its youths? YES [X] NO [ ]  
If NO, please explain:

#### VI. ORIENTATIONS

##### Team Leader Orientation

- A. How, when and by whom was the orientation conducted?  
Team Leader workshop and orientation was held by PIC at our summer office on June 25 and 26 from 1:30 p.m. to 4:30 p.m. An in-house orientation was also held by VYDC for its Team Leaders.
- B. Were all Team Leaders oriented? YES [X] NO [ ]  
If NO, please explain:
- C. Was attendance maintained? YES [X] NO [ ]  
If NO, please explain:
- D. Were the duties of the Team Leader clearly defined? YES [X] NO [ ]  
If NO, please explain:
- E. Were all areas of the program adequately explained? YES [X] NO [ ]  
If NO, please explain:
- F. What was the general quality of the orientation? Poor [ ] Very Good [X]  
Satisfactory [ ] Excellent [ ]
- Please explain:  
The workshop included a program overview, roles and responsibilities of PIC subcontractors and Team Leaders.



#### Worksite Supervisor Training

- A. How, when and by whom was the orientation conducted?  
Orientation of Worksite Supervisors were given by the Team Counselors on a group basis on June 28, 1996.
- B. Were all Worksite Supervisors oriented? YES ☒ NO ☐  
If NO, please explain:
- C. Was attendance maintained? YES ☒ NO ☐  
If NO, please explain:
- D. Were all areas of the program (relevant to the supervisors) adequately explained? YES ☒ NO ☐  
If NO, please explain:
- E. What was the general quality of the orientation? Poor ☐ Very Good ☒  
Satisfactory ☐ Excellent ☐  
Please explain:  
All worksites were oriented on program goals and guidelines, including the Supervisor Handbook.

#### Participant Orientation

- A. How, when and by whom were the orientations conducted?  
Orientation for participants were scheduled on 7/1/96 and 7/2/96 by Team Leaders.  
Areas covered were program goals, rules, regulations, worksite assignments and Participant Handbook.
- B. Did all participants receive an orientation? YES ☒ NO ☐  
If NO, please explain:
- C. Was attendance maintained? YES ☒ NO ☐  
If NO, please explain:
- D. Were all areas of the program adequately explained? YES ☒ NO ☐  
If NO, please explain:
- E. What was the general quality of the orientation? Poor ☐ Very Good ☒  
Satisfactory ☐ Excellent ☐  
Please explain:  
Orientation included roles and responsibilities and the Participant Handbook.

#### **VII. LABOR MARKET ORIENTATION**

- A. Date(s) of Labor Market Orientation(s): August 6 and 7, 1996  
Location(s): Central City Community Recreation Center
- B. Were all pertinent subjects covered? YES ☒ NO ☐  
If NO, please explain:
- C. How was attendance maintained?  
Sign in and out were required.
- D. Did the Labor Market Orientation schedule take into account youths attending summer school? YES ☒ NO ☐  
If NO, please explain:
- E. Were make-up sessions scheduled for those who did not attend? YES ☒ NO ☐  
If NO, please explain:  
Note: There were two (2) dates originally scheduled to accommodate those that missed the first date.

- F. What was the general quality of the subcontractor LMO? Poor ☐ Good ☐  
Satisfactory ☐ Very Good ☐  
Excellent ☒

Please explain: The work was very informative in all aspects of job search.

#### VIII. EDUCATIONAL COMPONENT

For all subcontractors

- A. What test instruments were used to assess participants' math and reading skills?  
CTBS and WRAT Test.
- B. Were the tests conducted in a standardized manner? YES ☒ NO ☐  
If NO, please explain:
- C. What percentage of the youths were assessed as having reading grade levels below the 7th grade? 46%  
What percentage of the youths were assessed as having math grade levels below the 7th grade? 28%  
What percentage of the youths were assessed as having both reading and math grade levels below the 7th grade? 37%
- D. Were the assessment results documented? YES ☒ NO ☐  
If NO, please explain:
- E. Were the results available to PIC staff for review? YES ☒ NO ☐  
If NO, please explain:
- F. How were the youths selected for the computer-assisted math/reading classes?  
The youth were selected based on their math and reading scores and if the youth was one grade lower than his/her actual grade level.
- G. How many youths did the subcontractor refer to the educational component? 3
- H. Did the subcontractor refer its required number of youths to the SFUSD educational component by June 9? YES ☐ NO ☒  
If NO, please explain:  
Summer school started earlier than previous years, which did not allow youth to clear certification by the time summer school started.  
By the beginning of the program? YES ☒ NO ☐  
If NO, please explain:
- I. Did the subcontractor maintain a waiting list? YES ☐ NO ☒  
If NO, please explain:  
There was no need to maintain a waiting list because by the time the participant cleared certification the summer school have already started.
- J. Did the subcontractor need to use it? YES ☐ NO ☒  
If YES, please explain:  
N/A
- K. How many youths dropped out of the remedial classes? 0
- L. What were the subcontractor's motivational techniques?  
VYDC explained to youth participants that they will be entitled to:  
1. School credit  
2. Get paid while in school  
3. Fast passes

# IX. COUNSELING

- A. What were the Team Leaders/Teacher Advisors caseloads?  
Each Team Leader assumed a caseload of 40 youth workers each including youths from the Say YES program.
- B. Were they reasonable and equitable? YES [ X ] NO [ ]  
If NO, please explain:
- C. Did the Team Leaders/Teacher Advisors visit the worksites at least once every two weeks? YES [ X ] NO [ ]  
If NO, please explain:
- D. Was the visit documented on the I.S.S. Skill Progress Report? YES [ X ] NO [ ]
- E. Did youths and supervisors know the names of the Team Leaders/Teacher Advisors and feel they were accessible and responsive to them? YES [ X ] NO [ ]  
If NO, please explain:
- F. Did the Team Leaders/Teacher Advisors solve worksite problems in a professional and expeditious manner? YES [ X ] NO [ ]  
If NO, please explain:

Comments:

# X. MONITORING (Program Compliance Specialist)

- A. What percentage of the subcontractor's worksites were monitored? 30%
- B. Did worksites adhere to the Worksite Request, MOU and certification forms (correct number of youths, job duties, etc.)? YES [ X ] NO [ ]  
If NO, please explain:
- C. Were worksites supplied with all the necessary paperwork (timesheets, evaluations, emergency forms, etc.)? YES [ X ] NO [ ]  
If NO, please explain:
- D. What was the overall quality of the supervision and work experience for the youths? Poor [ ] Very Good [ X ]  
Satisfactory [ ] Excellent [ ]  
Please explain:  
SFUSD did not have the work permits ready until the fourth pay period.
- E. Number of worksites rated: Excellent 1 Satisfactory 0  
Very Good 21 Poor 0  
Good 0 Unacceptable 0

# XI. PAYROLL

- A. Were masterlists submitted correctly, completely, and on schedule? YES [ X ] NO [ ]  
If NO, please explain:
- B. Were signature verification cards completed correctly and on schedule? YES [ X ] NO [ ]  
If NO, please explain:
- C. Were work permits completed for all youths' by the first payday? YES [ X ] NO [ ]  
If NO, please explain:
- D. Were at least 90% of the timesheets submitted on time and correctly completed? YES [ X ] NO [ ]  
If NO, please explain:

- E. Were there any worksites with recurring timesheet problems? YES ☐ NO ☒  
If YES, which one(s):
- F. Were LMO workshop hours added and initialed by subcontractor staff? YES ☒ NO ☐  
If NO, please explain:
- G. Did subcontractor staff respond to PIC requests for corrections? YES ☒ NO ☐  
If NO, please explain:
- H. How were paydays? Poor ☐ Very Good ☒  
Satisfactory ☐ Excellent ☐

Please explain:

All paydays went smoothly. Subcontractor staff assisted PIC payroll clerk in the distribution of checks and crowd control.

Comments:

## XII. FISCAL

- A. Did subcontract negotiations go well? YES ☒ NO ☐  
If NO, please explain:
- B. What was the cost per participant served? \$1,000
- C. Were invoices submitted on time and completed correctly? YES ☒ NO ☐  
If NO, please explain:
- D. Were expenditures in line with budget projections? YES ☒ NO ☐  
If NO, please explain:
- E. Was supporting documentation kept on file and available to the PIC staff for review? YES ☒ NO ☐  
If NO, please explain:
- F. Were sign in/out and timesheets maintained correctly for subcontractor staff? YES ☒ NO ☐  
If NO, please explain:
- G. Did subcontractor maintain time distribution sheets if part of a regular staff's salary was charged to the SYETP? YES ☒ NO ☐  
If NO, please explain:
- H. Were any subcontract modifications necessary? YES ☐ NO ☒  
If YES, please explain:
- I. Did the subcontractor have any problems managing its funds? YES ☐ NO ☒  
If YES, please explain:
- J. Were the subcontractor's financial records maintained by internal accounting/bookkeeping personnel or by an external financial service provider? YES ☒ NO ☐

## XIII. MIS

- A. Were the participants' reading grade levels recorded on the applications (PIC 1) in a timely manner? YES ☐ NO ☒  
If NO, please explain:  
They were never documented for follow up. This procedure needs to be modified per George Mazbar at MIS.

- B. Were the JTPA Completion Notice forms (JTPA 60 E2) completed correctly and submitted to the PIC within three (3) working days of the termination date for the youth who left the work experience program early?

YES [ ] NO [X]

If NO, please explain:

None of the subcontractors ever notified MIS when a youth stops working early.

- C. Were the JTPA Completion Notice forms (JTPA 60 E2) submitted correctly and on time?

YES [ ] NO [X]

If NO, please explain:

Was not submitted by August 25, 1996; they were received on August 29, 1996.

**VISITACION VALLEY COMMUNITY CENTER (VVCC)**  
**Subcontractor Evaluation - Yolanda Harris**

Visitacion Valley Community Center (VVCC) did a very good job administering the 1996 Summer Youth Employment and Training Program (SYETP). This year's staff consisted of an Area Supervisor, this position was assumed by Lessete Gray and one (1) Team Leader, Merissa Raglin.

Participant recruitment began in May throughout July. Youth outreach included flier distributions throughout the Visitacion Valley community. Fliers were also posted at local youth educational, recreational, and religious facilities, by "word of mouth", and recruitment of previous SYETP and MYEEP participants. There were approximately one hundred and fifty (150) applications distributed with close to 85 being returned and completed as directed. Extra efforts were made by the SYETP staff to reach "hard-to-serve" youth by way of phone calls, and home visits.

There were four (4) scheduled certification dates, May 23, June 21, June 27, and July 11, 1996. A total of seventy-four (74) youths were cleared certification by the end of July 1996. JTPA slot level of sixty-four (64) was filled by July 15, 1996. There was one (1) "out-of-district" waiver request for a former youth participant who is currently very active in the Visitacion Valley community.

Former worksites were contacted to assess their interest in this year's program. Worksite request forms were distributed to all interested sites. There were a total of seventy-four (74) job slots developed by mid-July in the areas of clerical (22%), custodial (81%), childcare (31%), recreation (21%), and teacher aides (27%).

Youth placement was determined by certification clearance, Individual Services Strategy (ISS) sheets, and the youth's availability. Because summer school started earlier this year than previous years, it caused some uncertainty and confusion as to what time they could actually make it to work. Approximately twenty-five (25) youths started work on July 1, 1996. Assigned youths were given Emergency/Referral Slips to bring with them to their assigned worksites.

Team Leader Orientation Workshops were held at PIC summer office on June 25 and June 26, 1996 at the SYETP office. Orientations included program overview, roles and responsibilities of the SYETP component, payroll procedures, and communication/ troubleshooting examples. Additional orientation were given internally at VVCC. Worksite supervisors were oriented and given a Worksite Supervisor handbook by assigned the Team Leader. Participant orientation was held on June 19, 1996, with nineteen (19) youths in attendance. The remaining number of youths were given orientation on a "one-on-one" basis. Youth workers were thoroughly orientated to SYETP policies, duties, and responsibilities. Participant Handbook was thoroughly discussed.

Labor Market Orientation was held on August 22, 1996 at VVCC. Payroll distribution was held in conjunction with the program. Information provided was "Voting Rights for People of Color", Interviewing Techniques and Preparing for College or Employment. Guest speakers included Karen Pierce of PHNH, Sonja Jones-Beasley of YCD, Jaimo Muhammad of PIC, Sharon Arvie, and David Cook of PACT.

The slot level for Educational Component was seven (7) The youths that were referred to this program were unable to participate due to lack of pinksheet (certification clearance). Subsequently, there were no youth enrolled in the Educational Component from VVCC.

SYETP staff at VVCC had a caseload of thirty-two (32) youths each. Regular visits were made to worksites to assure efficiency from the supervisors and youth workers. All persons involved were aware of his or her role to ensure success of the program.

Thirty percent (30%) of subcontractors's worksites were monitored. Most of these worksites were rated very good. All required paperwork was in order (timesheets, evaluations, emergency forms, etc.). Supervision and work experience was beneficial to youth workers.

Paycheck distributions were smoothly administered by PIC payroll unit. Timesheets were submitted timely and correctly by VVCC.

Contract and budget negotiations were completed in a timely manner. All financial records were maintained by VVCC with supporting documentation on file.

Termination documents were submitted correctly to George Mazbar of MIS.

All in all VVCC administered a good Program. However, there is a need for the summer staff at VVCC to improve by learning their duties and responsibilities in running the program and pay attention to details and deadlines. Hopefully, this area of concern will be examined and efforts placed towards providing a higher quality of service to the many youths they serve.

9/23/96



## SYETP SUBCONTRACTOR EVALUATION

SUBCONTRACTOR: Visitacion Valley Community Center

DATE: September 8, 1996

PROG.COMPL.SPECIALIST: Yolanda E. Harris

SUBCONT. REPRESENTATIVE: Lesette Gray

### I. RECRUITMENT AND SELECTION OF STAFF

- A. What staff positions were filled by the subcontractor for the SYETP?  
Lesette Gray (Area Supervisor) coordinated this year's program with a staff of one (1) Team Leader, Merissa Raglin.
- B. What were the caseloads for Team Leaders/Teacher Advisors?  
The caseload for each staff was about thirty-nine (39) participants.
- C. Were there any staff changes? YES [ ] NO [X]  
If YES, please explain:
- D. Was staff well informed of subcontractor's goals and program requirements? YES [X] NO [ ]  
If NO, please explain:
- E. Were there any other staffing problems? YES [ ] NO [X]  
If YES, please explain:

### II. RECRUITMENT AND SELECTION OF PARTICIPANTS

- A. Subcontractor's Slot level: 64 (JTPA) Service level: 68  
39 (Say YES)  
15 (HASYP)
- B. How many applications did the subcontractor distribute? 150
- C. How many applications were returned to the subcontractor? 75-80
- D. Were any special efforts made to recruit previously underserved ethnic/age groups? YES [X] NO [ ]  
If YES, what were the results?  
Fliers were distributed to many of the youth centers in the Visitacion Valley area as well as the Chinese Baptist Churches to assist in the recruitment of Asian Youth.
- E. Were any out-of-district waivers requested? YES [X] NO [ ]  
If YES, how many? 4  
What was (were) the reason(s)?  
Youth participant that have been very active in the community including previous SYETP, had recently relocated out of the Visitacion Valley area.
- F. How and when were the applicants recruited?  
Applications were distributed throughout the month of May to mid July at VVCC.
- G. How were participants selected from the applicant pool?  
Selection was based on application completeness and on "a first come, first serve" basis.
- H. Were there any recruitment and selection problems? YES [ ] NO [X]  
If YES, please explain and any actions taken to rectify them:



### III. PARTICIPANT CERTIFICATION

- A. Fill in Table I below with subcontractor's certification information:

DATE	# SCHED.	# SHOWED	% SHOWED	# MISSING DOCUMENTS
05/23/96	68	49	72%	
06/21/96	40	13	33%	
07/11/96	27	12	45%	

- B. How many cleared certification by June 21? 7
- C. How many cleared certification by July 1? 25
- D. Was one copy of the masterlist submitted on time and completed correctly? YES [X] NO [ ]  
If NO, please explain:
- E. Were youths needing SFUSD photo I.D.s noted on the masterlist? YES [X] NO [ ]
- F. Did the subcontractor staff adequately assist during certification? YES [X] NO [ ]  
If NO, please explain:

### IV. WORKSITE DEVELOPMENT

- A. How and when were worksites developed?  
Worksite Request Forms were distributed and collected throughout the month of May to July. Request forms were sent to previous worksites of the MYEEP and SYETP

- B. Was there a variety of job duties available to the youths? YES [X] NO [ ]  
If NO, please explain:

- C. Please describe the types of jobs (percentage breakdown, if possible)

	# SLOTS	PERCENT
Clerical	16	22%
Custodial	6	8%
Childcare	23	31%
Kitchen Aide	0	0%
Recreation Aide	2	2%
Other	27	36%
Total	74	100%

- D. How many job slots were developed and submitted to the PIC by:

	# SLOTS
May 15	0
June 7	62
June 28	74

- E. How many job slots were submitted after the June 21 deadline?  
job slots: 10 worksites: 4
- F. What was the total number of worksites that were developed? 15
- G. Were the majority of Worksite Requests and MOUs completed correctly? YES [X] NO [ ]  
If NO, please explain:

- H. Did the subcontractor use any worksites from previous years that were evaluated as poor or unacceptable? YES [ ] NO [X]  
If YES, please explain:
- I. Did subcontractor develop any worksites whose jobs were for fewer than 6-8 weeks? YES [ ] NO [X]  
If YES, what arrangements were made for the youth to complete hours?

#### V. PARTICIPANT PLACEMENT

- A. How and when were the participants placed at worksites?  
Youths were placed at worksites based on certification clearance and information from the ISS.
- B. Was the Individual Service Strategy Plan used to complete this process? YES [X] NO [ ]
- C. How many youths started work on July 1st? 25  
When did the subcontractor meet its slot level? July 13, 1996
- D. Were the youths interests and qualifications matched to worksite requirements? YES [X] NO [ ]  
If YES, please explain:
- E. Were all youths given referral slips to their worksites? YES [X] NO [ ]  
If NO, please explain:
- F. Were any youths placed before they cleared certification? YES [ ] NO [X]  
If YES, please explain:
- G. Were any youths placed at uncertified worksites? YES [ ] NO [X]  
If YES, please explain:
- H. Did the subcontractor utilize the Determination of Certification notices (re: number, job titles child labor law restrictions) to place its youths? YES [X] NO [ ]  
If NO, please explain:

#### VI. ORIENTATIONS

##### Team Leader Orientation

- A. How, when and by whom was the orientation conducted?  
PIC held Team Leader workshops on June 25 and June 26, 1996 at the Summer Office.  
Additional orientations were held by VVCC on May 30, 1996 and June 5, 1996.
- B. Were all Team Leaders oriented? YES [X] NO [ ]  
If NO, please explain:
- C. Was attendance maintained? YES [X] NO [ ]  
If NO, please explain:
- D. Were the duties of the Team Leader clearly defined? YES [X] NO [ ]  
If NO, please explain:
- E. Were all areas of the program adequately explained? YES [X] NO [ ]  
If NO, please explain:
- F. What was the general quality of the orientation? Poor [ ] Very Good [X]  
Satisfactory [ ] Excellent [ ]

Please explain:

VVCC SYETP Coordinator thoroughly explained to Team Leaders the different aspects of the SYETP, their duties and responsibilities.

### Worksite Supervisor Training

- A. How, when and by whom was the orientation conducted?  
Worksite supervisors were orientated by Team Leaders in June 26, 1996. Orientation included program expectation, guidelines and Worksite Handbook.
- B. Were all Worksite Supervisors oriented? YES [X] NO [ ]  
If NO, please explain:
- C. Was attendance maintained? YES [X] NO [ ]  
If NO, please explain:
- D. Were all areas of the program (relevant to the supervisors) adequately explained? YES [X] NO [ ]  
If NO, please explain:
- E. What was the general quality of the orientation? Poor [ ] Very Good [X]  
Satisfactory [ ] Excellent [ ]

Please explain:

Orientation was thorough and efficient in program goals and expectations.

### Participant Orientation

- A. How, when and by whom were the orientations conducted?  
Youth orientation was held for nineteen (19) youths on June 19, 1996. Other participants were given orientation on a "one-on-one" basis after clearing certification.
- B. Did all participants receive an orientation? YES [X] NO [ ]  
If NO, please explain:
- C. Was attendance maintained? YES [X] NO [ ]  
If NO, please explain:
- D. Were all areas of the program adequately explained? YES [X] NO [ ]  
If NO, please explain:
- E. What was the general quality of the orientation? Poor [ ] Very Good [X]  
Satisfactory [ ] Excellent [ ]

Please explain:

Participants were oriented to SYETP programs and policies. The Participant Handbook was thoroughly discussed with them.

## **VII. LABOR MARKET ORIENTATION**

- A. Date(s) of Labor Market Orientation(s): VVCC's LMO was held on August 22, 1996.  
Location(s): 66 Raymond Avenue, in the Community Center.
- B. Were all pertinent subjects covered? YES [X] NO [ ]  
If NO, please explain:
- C. How was attendance maintained?  
Sign In/Out by participants was required. Payroll distribution was held at the same time with the LMO.
- D. Did the Labor Market Orientation schedule take into account youths attending summer school? YES [X] NO [ ]  
If NO, please explain:

- E. Were make-up sessions scheduled for those who did not attend? YES ☒ NO ☐  
If NO, please explain:
- F. What was the general quality of the subcontractor LMO? Poor ☐ Good ☐  
Satisfactory ☐ Very Good ☒  
Excellent ☐

Please explain:

The information provided college and employment preparation, voting rights, and interviewing techniques.

### VIII. EDUCATIONAL COMPONENT

For all subcontractors

- A. What test instruments were used to assess participants' math and reading skills?  
CASAS and WRAT.
- B. Were the tests conducted in a standardized manner? YES ☒ NO ☐  
If NO, please explain:
- C. What percentage of the youths were assessed as having reading grade levels below the 7th grade? 59%  
What percentage of the youths were assessed as having math grade levels below the 7th grade? 67%  
What percentage of the youths were assessed as having both reading and math grade levels below the 7th grade? 63%
- D. Were the assessment results documented? YES ☒ NO ☐  
If NO, please explain:
- E. Were the results available to PIC staff for review? YES ☒ NO ☐  
If NO, please explain:
- F. How were the youths selected for the computer-assisted math/reading classes?  
They were selected on the basis of their math and reading scores.
- G. How many youths did the subcontractor refer to the educational component? 0
- H. Did the subcontractor refer its required number of youths to the SFUSD educational component by June 9? YES ☐ NO ☒  
If NO, please explain:  
The youths supposedly to be referred to ED component were not cleared for certification by the time school started.  
By the beginning of the program? YES ☒ NO ☐  
If NO, please explain:  
Certification process was so late, youths were not yet cleared by the time remedial classes for educational component began.
- I. Did the subcontractor maintain a waiting list? YES ☐ NO ☒  
If NO, please explain:  
Adequate pink sheets have not been received by the first week of summer school.
- J. Did the subcontractor need to use it? YES ☐ NO ☒  
If YES, please explain:
- K. How many youths dropped out of the remedial classes? 0
- L. What were the subcontractor's motivational techniques?  
N/A

## IX. COUNSELING

### A. What were the Team Leaders/Teacher Advisors caseloads?

The Area Supervisor and the Team Leaders had 32 participants each on their caseloads.

- B. Were they reasonable and equitable? YES [X] NO [ ]  
If NO, please explain:
- C. Did the Team Leaders/Teacher Advisors visit the worksites at least once every two weeks? YES [X] NO [ ]  
If NO, please explain:
- D. Was the visit documented on the I.S.S. Skill Progress Report? YES [X] NO [ ]
- E. Did youths and supervisors know the names of the Team Leaders/Teacher Advisors and feel they were accessible and responsive to them? YES [X] NO [ ]  
If NO, please explain:
- F. Did the Team Leaders/Teacher Advisors solve worksite problems in a professional and expeditious manner? YES [X] NO [ ]  
If NO, please explain:

Comments:

## X. MONITORING (Program Compliance Specialist)

- A. What percentage of the subcontractor's worksites were monitored? 30%
- B. Did worksites adhere to the Worksite Request, MOU and certification forms (correct number of youths, job duties, etc.)? YES [X] NO [ ]  
If NO, please explain:
- C. Were worksites supplied with all the necessary paperwork (timesheets, evaluations, emergency forms, etc.)? YES [X] NO [ ]  
If NO, please explain:
- D. What was the overall quality of the supervision and work experience for the youths?
- |              |     |           |     |
|--------------|-----|-----------|-----|
| Poor         | [ ] | Very Good | [X] |
| Satisfactory | [ ] | Excellent | [ ] |

Please explain:

Most supervisors provided very good supervision over the youths. The work experience was meaningful and beneficial for the participants.

- E. Number of worksites rated:
- |           |   |              |   |
|-----------|---|--------------|---|
| Excellent | 2 | Satisfactory | 0 |
| Very Good | 8 | Poor         | 0 |
| Good      | 0 | Unacceptable | 0 |

## XI. PAYROLL

- A. Were masterlists submitted correctly, completely, and on schedule? YES [X] NO [ ]  
If NO, please explain:
- B. Were signature verification cards completed correctly and on schedule? YES [X] NO [ ]  
If NO, please explain:
- C. Were work permits completed for all youths' by the first payday? YES [ ] NO [X]  
If NO, please explain:  
The SFUSD did not have the work permits ready until the fourth pay period.

- D. Were at least 90% of the timesheets submitted on time and correctly completed? YES ☒ NO ☐  
If NO, please explain:
- E. Were there any worksites with recurring timesheet problems? YES ☐ NO ☒  
If YES, which one(s):
- F. Were LMO workshop hours added and initialed by subcontractor staff? YES ☒ NO ☐  
If NO, please explain:
- G. Did subcontractor staff respond to PIC requests for corrections? YES ☒ NO ☐  
If NO, please explain:
- H. How were paydays? Poor ☐ Very Good ☒  
Satisfactory ☐ Excellent ☐

Please explain: They were administered smoothly with no problems or delays. Cooperation was gladly given by all persons involved.

Comments:

## XII. FISCAL

- A. Did subcontract negotiations go well? YES ☒ NO ☐  
If NO, please explain:
- B. What was the cost per participant served? \$1000
- C. Were invoices submitted on time and completed correctly? YES ☒ NO ☐  
If NO, please explain:
- D. Were expenditures in line with budget projections? YES ☒ NO ☐  
If NO, please explain:
- E. Was supporting documentation kept on file and available to the PIC staff for review? YES ☒ NO ☐  
If NO, please explain:
- F. Were sign in/out and timesheets maintained correctly for subcontractor staff? YES ☒ NO ☐  
If NO, please explain:
- G. Did subcontractor maintain time distribution sheets if part of a regular staff's salary was charged to the SYETP? YES ☒ NO ☐  
If NO, please explain:
- H. Were any subcontract modifications necessary? YES ☐ NO ☒  
If YES, please explain:
- I. Did the subcontractor have any problems managing its funds? YES ☐ NO ☒  
If YES, please explain:
- J. Were the subcontractor's financial records maintained by internal accounting/bookkeeping personnel or by an external financial service provider?  
Internal controller

**XIII. MIS**

- A. Were the participants' reading grade levels recorded on the applications (PIC 1) in a timely manner? YES [ ] NO [X]  
If NO, please explain:  
Test scores were not available until the middle part of July 1996.
- B. Were the JTPA Termination of Active Enrollment forms (JTA 3 ESF) completed correctly and submitted to the PIC within three (3) working days of the termination date for the youth who left the work experience program early? YES [X] NO [ ]  
If NO, please explain:  
Submitted August 29, 1996
- C. Were the JTPA Termination of Active Enrollment forms (JTA 3 ESF) submitted correctly and on time? YES [X] NO [ ]  
If NO, please explain:  
Submitted August 29, 1996

**BUCHANAN YMCA (BYMCA)**  
**Subcontractor Evaluation - Lydia Rajasekhara**

The Buchanan YMCA (BYMCA) administered a very good Summer Youth Employment and Training Program (SYETP) and "Say YES" program. There were staffing problems in the beginning, but they were quickly rectified by the Program Director and Program Coordinator. The staff worked diligently with the participants, Worksite Supervisors and the PIC staff to meet the program objectives and requirements.

The SYETP was administered by the Program Director, Program Coordinator, Assistant Coordinator and five (5) Team Leaders. Each Team Leader had a case load of nearly thirty-five (35) youths. The Program Compliance Specialist received positive comments from a few worksites regarding the guidance and support provided by the Subcontractor's staff.

Participant recruitment started in the middle of May. Approximately 350 applications were distributed through community organizations such as Ella Hill Hutch, and the youth were certified by the last week of June 1996.

The certification process went smoothly. Each participant scheduled was called prior to the certification, all documents were collected and hand delivered to the certification unit on each scheduled date. Five certifications were scheduled at 275 Hayes St. on May 28, June 7, 14, 21, and 29, 1996. By the end of June, 165 participants were certified and were ready for job placement on the first day of work.

Worksite development started in late May 1996. Worksite request forms were sent to all agencies and organizations who had provided valuable work experience to the youth in the past. Fifty (50) worksites were successfully certified by the first week of July and the slot level was filled at this time. The Say Yes component was their only remaining slot to be filled.

BYMCA staff made their placement plan for the youths the week before the program started. The Individual Service Strategy (ISS) Plan was used to assess the youth's skills and interests, and were then matched with worksites requirement.

The Team Leader's orientation was conducted during the first week of May. The Program Coordinator clearly defined their duties and responsibilities. Only eight (8) Worksite Supervisors attended the worksite orientation held on June 25, 1996. Hence, the orientation of Worksite Supervisors and participants were given by the Team Leaders on an individual basis. The SYETP Handbooks were also provided and thoroughly discussed.

The Labor Market Orientation (LMO) was held on October 14, 1996 at the BYMCA. Morning and afternoon sessions were held. Several guest speakers were invited. They spoke about the importance of education and their personal stories of triumph and failure. The quality of the orientation was very good.

The Educational Component Program was not at all a success this year, due to the late start of the program. Only one (1) youth successfully completed the program. Several names were submitted but they were not cleared by the certification unit in time to participate in the Educational Component Program.

Thirty percent (30%) of the worksites were monitored and almost all of them received a good rating.

The payroll process was handled very well, and check distribution went smoothly. The BYMCA staff provided assistance to the PIC payroll representatives. Due to late start of the program, the required monthly reports were also submitted late.

The contract negotiations were completed in a timely manner. The in-house accountant was very cooperative and helpful.



Overall, BYMCA ran a very good Summer Youth Employment wazzu and Training Program. The staff worked effectively with PIC staff and the communication between the BYMCA and PIC was excellent. The PIC staff thanks BYMCA for providing their van, at a short notice, for worksite visits by council members and guests.

9/12/96

# SYETP SUBCONTRACTOR EVALUATION

SUBCONTRACTOR: Buchanan YMCA

DATE: September 6, 1996

PROG.COMPL.SPECIALIST: Lydia Rajasekhar

SUBCONT. REPRESENTATIVE: Ms. Rhonda Rochon, Mr. Raymond Zamudio

## I. RECRUITMENT AND SELECTION OF STAFF

- A. What staff positions were filled by the subcontractor for the SYETP?  
 One (1) Area/Program Coordinator  
 One (1) Assistant Coordinator  
 Five (5) Team Leaders
- B. What were the caseloads for Team Leaders/Teacher Advisors?  
 Each Team Leader has a caseload of 35 participants.
- C. Were there any staff changes? YES [X] NO [ ]  
 If YES, please explain:  
 Avonelle Wright and Deibrina Smith left suddenly and Ruchelle Nicous was hired in their place.
- D. Was staff well informed of subcontractor's goals and program requirements? YES [X] NO [ ]  
 If NO, please explain:
- E. Were there any other staffing problems? YES [ ] NO [X]  
 If YES, please explain:

## II. RECRUITMENT AND SELECTION OF PARTICIPANTS

- A. Subcontractor's Slot level: JTPA 148 Service level: 159  
 Say YES 29
- B. How many applications did the subcontractor distribute? 350
- C. How many applications were returned to the subcontractor? 250
- D. Were any special efforts made to recruit previously underserved ethnic/age groups? YES [ ] NO [X]  
 If YES, what were the results?
- E. Were any out-of-district waivers requested? YES [X] NO [ ]  
 If YES, how many? 5  
 What was (were) the reason(s)?  
 These youths were formerly clients of BYMCA.
- F. How and when were the applicants recruited? 0  
 Approximately 350 applications were distributed through community organizations such as Ella Hill Hutch by the last week of May.
- G. How were participants selected from the applicant pool?  
 The participants who provided the required documents were selected first.
- H. Were there any recruitment and selection problems? YES [ ] NO [X]  
 If YES, please explain and any actions taken to rectify them:

### III. PARTICIPANT CERTIFICATION

A. Fill in Table I below with subcontractor's certification information:

DATE	# SCHED.	# SHOWED	% SHOWED	# MISSING DOCUMENTS
05/29/96	21	15	71.42%	
06/17/96	88	73	92.95%	
06/20/96	73	45	61.64%	
06/25/96	56	35	62.50%	
07/13/96	37	16	43.24%	
07/08/96	5	1	20%	

B. How many cleared certification by June 21? 56

C. How many cleared certification by July 1? 107

D. Was one copy of the masterlist submitted on time and completed correctly? YES [X] NO [ ]  
If NO, please explain:

E. Were youths needing SFUSD photo I.D.s noted on the masterlist? YES [ ] NO [X]

F. Did the subcontractor staff adequately assist during certification? YES [X] NO [ ]  
If NO, please explain:

### IV. WORKSITE DEVELOPMENT

A. How and when were worksites developed?

Worksite request forms were sent in the middle of May 1996 to all agencies and organizations who participated in the program last year.

B. Was there a variety of job duties available to the youths? YES [X] NO [ ]  
If NO, please explain:

C. Please describe the types of jobs (percentage breakdown, if possible)

	# SLOTS	PERCENT
Clerical	38	24.68%
Custodial	4	2.60%
Childcare	19	12.34%
Kitchen Aide	2	1.29%
Recreation Aide	5	3.25%
Others	86	55.84%

D. How many job slots were developed and submitted to the PIC by:

May 15	0
June 7	26
June 21	40
Total	66

E. How many job slots were submitted after the June 21 deadline?  
job slots: 41 worksites: 16

F. What was the total number of jobs slots that were developed? 154

G. Were the majority of Worksite Requests and MOUs completed correctly? YES [X] NO [ ]  
If NO, please explain:

H. Did the subcontractor use any worksites from previous years that were evaluated as poor or unacceptable? YES [ ] NO [X]  
If YES, please explain?

- I. Did subcontractor develop any worksites whose jobs were for fewer than 7.8 weeks? YES ☐ NO ☒  
 If YES, what arrangements were made for the youth to complete hours?  
 The program was extended by one (1) week. During that week, youth were able to complete hours.

#### V. PARTICIPANT PLACEMENT

- A. How and when were the participants placed at worksites?  
 ISS Plan was used to assess the youth's skills and interests and were then matched with appropriate work experience slots.
- B. Was the Individual Service Strategy Plan used to complete this process? YES ☒ NO ☐
- C. How many youths started work on June 26th? 102  
 When did the subcontractor meet its slot level?  
 BYMCA did not meet its slot level.
- D. Were the youths interests and qualifications matched to worksite requirements? YES ☒ NO ☐  
 If YES, please explain:
- E. Were all youths given referral slips to their worksites? YES ☒ NO ☐  
 If NO, please explain:
- F. Were any youths placed before they cleared certification? YES ☐ NO ☒  
 If YES, please explain:
- G. Were any youths placed at uncertified worksites? YES ☐ NO ☒  
 If YES, please explain:
- H. Did the subcontractor utilize the Determination of Certification notices (re: number, job titles child labor law restrictions) to place its youths? YES ☒ NO ☐  
 If NO, please explain:

#### VI. ORIENTATIONS

##### Team Leader Orientation

- A. How, when and by whom was the orientation conducted?  
 Team Leaders attended the June 6 and June 7 orientations given by PIC at the summer office. Additional in-house orientation was held at BYMCA office.
- B. Were all Team Leaders oriented? YES ☒ NO ☐  
 If NO, please explain:
- C. Was attendance maintained? YES ☒ NO ☐  
 If NO, please explain:
- D. Were the duties of the Team Leader clearly defined? YES ☒ NO ☐  
 If NO, please explain:
- E. Were all areas of the program adequately explained? YES ☒ NO ☐  
 If NO, please explain:
- F. What was the general quality of the orientation? Poor ☐ Very Good ☒  
 Satisfactory ☐ Excellent ☐  
 Please explain:  
 The Team Leader orientation was conducted by the Program Coordinator. Their duties were clearly defined and all program areas were covered.

Worksite Supervisor Training

A. How, when and by whom was the orientation conducted?

B. Were all Worksite Supervisors oriented?

YES [ X ] NO [ ]

If NO, please explain:

C. Was attendance maintained?

YES [ X ] NO [ ]

If NO, please explain:

D. Were all areas of the program (relevant to the supervisors) adequately explained?

YES [ X ] NO [ ]

If NO, please explain:

E. What was the general quality of the orientation?

Poor [ ]

Very Good [ X ]

Satisfactory [ ]

Excellent [ ]

Please explain:

Orientation for Worksite Supervisor was held on June 25 and the Supervisors who did not attend received orientation from Team Leaders on an individual basis.

Participant Orientation

A. How, when and by whom were the orientations conducted?

Prior to active enrollment, all orientations regarding the SYETP Handbook and procedures were explained by the Team Leaders.

B. Did all participants receive an orientation?

YES [ X ] NO [ ]

If NO, please explain:

C. Was attendance maintained?

YES [ X ] NO [ ]

If NO, please explain:

D. Were all areas of the program adequately explained?

YES [ X ] NO [ ]

If NO, please explain:

E. What was the general quality of the orientation?

Poor [ ]

Very Good [ X ]

Satisfactory [ ]

Excellent [ ]

Please explain:

Team Leaders provided orientation on an Individual basis. The SYETP Handbook and procedures were thoroughly explained.

**VII. LABOR MARKET ORIENTATION**

A. Date(s) of Labor Market Orientation(s): August 14, 1996

Location(s): 1530 Buchanan Street, San Francisco, CA 94115

B. Were all pertinent subjects covered?

YES [ X ] NO [ ]

If NO, please explain:

C. How was attendance maintained?

By requiring participants to use the Sign In/Out Sheet.

D. Did the Labor Market Orientation schedule take into account youths attending summer school?

YES [ X ] NO [ ]

If NO, please explain:

E. Were make-up sessions scheduled for those who did not attend?

YES [ X ] NO [ ]

If NO, please explain:

- F. What was the general quality of the subcontractor LMO? Poor ☐ Good ☒  
Satisfactory ☐ Very Good ☐  
Excellent ☐

Please explain:

Two sessions were held and led by a group of guest speakers who spoke about the importance of education. The youth learned about the benefits of having good college education.

### VIII. EDUCATIONAL COMPONENT

For all subcontractors

- A. What test instruments were used to assess participants' math and reading skills?  
CASAS Test.
- B. Were the tests conducted in a standardized manner? YES ☒ NO ☐  
If NO, please explain:
- C. What percentage of the youths were assessed as having reading grade levels below the 7th grade? 62%  
What percentage of the youths were assessed as having math grade levels below the 7th grade? 58%  
What percentage of the youths were assessed as having both reading and math grade levels below the 7th grade? 60%
- D. Were the assessment results documented? YES ☒ NO ☐  
If NO, please explain:
- E. Were the results available to PIC staff for review? YES ☒ NO ☐  
If NO, please explain:
- F. How were the youths selected for the computer-assisted math/reading classes?  
Basically, they were selected if their math and reading scores were below 7th grade.
- G. How many youths did the subcontractor refer to the educational component? 2
- H. Did the subcontractor refer its required number of youths to the SFUSD educational component by June 17? YES ☒ NO ☐  
If NO, please explain:  
Due to the late start of the program only two (2) of the fifteen (15) slots were filled.  
By the beginning of the program? YES ☐ NO ☒  
If NO, please explain:  
Due to the late start of the program there was delay in getting participants' pink sheets.
- I. Did the subcontractor maintain a waiting list? YES ☒ NO ☐  
If NO, please explain:
- J. Did the subcontractor need to use it? YES ☐ NO ☒  
If YES, please explain:
- K. How many youths dropped out of the remedial classes? 1
- L. What were the subcontractor's motivational techniques?  
Youth gets school credits, they get paid for going to school, and they get fast passes.

### IX. COUNSELING

- A. What were the Team Leaders/Teacher Advisors caseloads?  
Thirty-five (35) participants each.

- B. Were they reasonable and equitable? YES ☒ NO ☐  
If NO, please explain:
- C. Did the Team Leaders/Teacher Advisors visit the worksites at least once every two weeks? YES ☒ NO ☐  
If NO, please explain:
- D. Was the visit documented on the I.S.S. Skill Progress Report? YES ☒ NO ☐
- E. Did youths and supervisors know the names of the Team Leaders/Teacher Advisors and feel they were accessible and responsive to them? YES ☒ NO ☐  
If NO, please explain:
- F. Did the Team Leaders/Teacher Advisors solve worksite problems in a professional and expeditious manner? YES ☒ NO ☐  
If NO, please explain:
- Comments:

**X. MONITORING (Program Compliance Specialist)**

- A. What percentage of the subcontractor's worksites were monitored? 30%
- B. Did worksites adhere to the Worksite Request, MOU and certification forms (correct number of youths, job duties, etc.)? YES ☒ NO ☐  
If NO, please explain:
- C. Were worksites supplied with all the necessary paperwork (timesheets, evaluations, emergency forms, etc.)? YES ☒ NO ☐  
If NO, please explain:
- D. What was the overall quality of the supervision and work experience for the youths? Poor ☐ Very Good ☒  
Satisfactory ☐ Excellent ☐  
Please explain:
- E. Number of worksites rated: Excellent 1 Satisfactory 0  
Very Good 6 Poor 0  
Good 10 Unacceptable 0

**XI. PAYROLL**

- A. Were masterlists submitted correctly, completely, and on schedule? YES ☒ NO ☐  
If NO, please explain:
- B. Were signature verification cards completed correctly and on schedule? YES ☒ NO ☐  
If NO, please explain:
- C. Were work permits completed for all youths' by the first payday? YES ☒ NO ☐  
If NO, please explain:
- D. Were at least 90% of the timesheets submitted on time and correctly completed? YES ☒ NO ☐  
If NO, please explain:
- E. Were there any worksites with recurring timesheet problems? YES ☐ NO ☒  
If YES, which one(s):

F. Were LMO workshop hours added and initialed by subcontractor staff? YES ☒ NO ☐  
If NO, please explain:

G. Did subcontractor staff respond to PIC requests for corrections? YES ☒ NO ☐  
If NO, please explain:

H. How were paydays? Poor ☐ Very Good ☒  
Satisfactory ☐ Excellent ☐

Please explain:

**Payroll process was handled very well. Check distribution went smoothly. Staff provided good assistance to the PIC payroll staff.**

Comments:

## XII. FISCAL

A. Did subcontract negotiations go well? YES ☒ NO ☐  
If NO, please explain:

B. What was the cost per participant served? \$1,000

C. Were invoices submitted on time and completed correctly? YES ☒ NO ☐  
If NO, please explain:

D. Were expenditures in line with budget projections? YES ☒ NO ☐  
If NO, please explain:

E. Was supporting documentation kept on file and available to the PIC staff for review? YES ☒ NO ☐  
If NO, please explain:

F. Were sign in/out and timesheets maintained correctly for subcontractor staff? YES ☒ NO ☐  
If NO, please explain:

G. Did subcontractor maintain time distribution sheets if part of a regular staff's salary was charged to the SYETP? YES ☒ NO ☐  
If NO, please explain:

H. Were any subcontract modifications necessary? YES ☐ NO ☒  
If YES, please explain:

I. Did the subcontractor have any problems managing its funds? YES ☐ NO ☒  
If YES, please explain:

J. Were the subcontractor's financial records maintained by internal accounting/bookkeeping personnel or by an external financial service provider? YES ☒ NO ☐

## XIII. MIS

A. Were the participants' reading grade levels recorded on the applications (PIC 1) in a timely manner? YES ☐ NO ☒  
If NO, please explain:  
**Reading grade levels were provided by SFUSD at a later time.**

B. Were the JTPA Completion Notice forms (JTPA 60 E2) completed correctly and submitted to the PIC within three (3) working days of the termination date for the youth who left the work experience program early? YES ☒ NO ☐  
If NO, please explain:

C. Were the JTPA Completion Notice forms (JTPA 60 E2) submitted correctly and on time? YES ☐ NO ☐  
If NO, please explain:





**YOUNG COMMUNITY DEVELOPERS (YCD)**  
**Subcontractor Evaluation - Yolanda Harris**

Young Community Developers, Inc. (YCD) administered an outstanding Summer Youth Employment Training Program for 1996). This year's staff consisted of one Area Supervisor/Coordinator, Sonja Jones-Beasley, one Assistant Coordinator, Andre Freeman, and five Team Leaders; Adeena Brown, Eric Baller, Troy Buckner N. Krumah, Asoati Foster, and Charlene Jackson. All staff has prior SYETP experience with the exception of two Team Leaders. The same staff also administered the "Say YES" Program and the Housing Authority Summer Youth Program (HASYP).

Participant recruitment began in the month of May 1996 and continued through June 1996. Flyers were distributed throughout the Bayview Hunters Point area of the city, including local school, churches, recreation and health centers. All applicants must be between the ages of 14-21 years of age, reside in the immediate area and economically disadvantaged.

Scheduled youth certifications were held on May 5, June 4, June 13, June 20, and June 28, 1996 at PIC's summer office. There were eighty to one hundred percent (80% to 100%) of the scheduled group for these dates who showed up. Slot level for YCD was one hundred and four (104), and a service level of one hundred eleven (111). A total of seventy-seven (77) youths were cleared certification by July 1, 1996 and one hundred twenty-one (121) by July 15, 1996. They also had a slot level of twenty-one (21) for "Say YES" Program and one one hundred and four (104) for HASYP for this year's program.

Previous SYETP and MYEEP worksites were contacted to assess interest of participation. Worksite Request Forms were mailed to sixty (60) worksites and given a return date of June 7, 1996. The subcontractor provided a good selection of employment opportunities for the youths. There were clerical (53%), custodial (1%), childcare (5%), food service (4%), recreational (4%), library and teacher aide (31%) positions for the participants.

Participant placements began June 28, 1996 after receiving proof of certification clearance (Pink Sheets). Cleared youths were scheduled to go to YCD for the placement process. This process included Team Leader introductions, job assignments, orientation and distribution of required PIC documents (i.e., work permits, sign in/out sheet, emergency/referral slips, etc.). There was close to eighty-five (85) participants placed at worksites by July 1, 1996, which was the first day of the program.

Team Leaders orientations were held at the SYETP summer office on June 25 and June 26, 1996. YCD also conducted an in-house orientations for all of their Team Leaders. Areas covered the duties and responsibilities of SYETP staff, payroll process, communication, and program overview including, Participant and Worksite Handbooks.

Team Leaders were responsible for providing orientations to their assigned worksites and worksite handbooks and other pertinent PIC documents. Worksite supervisors were efficient and thorough in training the youth workers and completing necessary paperwork.

Youths orientations were held in groups according to Team Leader assignments. Participant Handbooks were provided. Subjects covered were attendance, promptness, LMO requirements, hygiene, payroll, dress code, attitudes, and evaluation process.

YCD's Labor Market Orientation (LMO) was held on July 26, 1996 at the Southeast Community College, located at 1800 Oakdale Avenue, San Francisco, CA 94124. Guest speakers included Darrell Washington of San Francisco Department of Public Health, Lolita Sweet of NFTE (Northern California), Bobby Farlice of San Francisco State University and Michael Thomas of Young Community Developers. Information on sexually transmitted diseases (STD), entrepreneurship, training, and educational/employment opportunities were provided to the participants.

CTBS and WRAT scores were used to assist in recruitment for the Educational Component. Information regarding this component was available to all SYETP applicants. The early start of summer school and the delay in certification clearance was a big factor in the number of referred participants. There were six youths referred, with four successfully completing the program.

Each Team Leader maintained a caseload of approximately twenty (20) youth workers. They visited worksites one to two times weekly with entries on the Individual Service Strategy Progress Report.

Thirty percent (30%) of the subcontractors' worksites were monitored. All sites were supplied with necessary forms and paperwork. Training and supervision of youth workers were adequate.

All payroll procedures were completed timely and smoothly with no complications. Master list, signature verification cards, and timesheets were submitted correctly.

Contract and budget negotiations went well with no modifications, and invoices. Were submitted on time.

Reading grade levels and JTPA Completion Notice forms (JTPA 60EZ) were submitted to George Mazbar of the MIS unit.

In spite of time constraint, the subcontractor was able to recruit and place youths under the "Say YES" and the Housing Authority Summer Youth Program (HASYP).

Young Community Developers administered a successful SYETP this year. The entire staff displayed a very good team effort in meeting all of SYETP goals, objective, and deadlines.

9/17/96

## SYETP SUBCONTRACTOR EVALUATION

**SUBCONTRACTOR:** Young Community Developers, Inc. (YCD)

DATE: September 12, 1996

PROG.COMPL.SPECIALIST: Rosario Mercado-Lecitona

**SUBCONT. REPRESENTATIVE: Sonja Jones-Beasley**

## I. RECRUITMENT AND SELECTION OF STAFF

- A. What staff positions were filled by the subcontractor for the SYETP?  
 One (1) Area Supervisor/Coordinator  
 One (1) Assistant Coordinator  
 Five (5) Team Leaders
- B. What were the caseloads for Team Leaders/Teacher Advisors?  
 Each Team Leader maintained a caseload of approximately 22-25 youths.
- C. Were there any staff changes? YES [ ] NO [X]  
 If YES, please explain:
- D. Was staff well informed of subcontractor's goals and program requirements? YES [X] NO [ ]  
 If NO, please explain:
- E. Were there any other staffing problems? YES [ ] NO [X]  
 If YES, please explain:

## II. RECRUITMENT AND SELECTION OF PARTICIPANTS

- | A. | Subcontractor's  | Slot level: 104 (JTPA)<br>21 (Say YES)<br>134 (HASYP) | Service level: 111    |
|----|--|---|-----------------------|
| B. | How many applications did the subcontractor distribute?  |   | 500                   |
| C. | How many applications were returned to the subcontractor?  |   | 250                   |
| D. | Were any special efforts made to recruit previously under served ethnic/age groups? YES [ X ] NO [ ]<br>If YES, what were the results?<br>SYETP recruitment priorities were for youth of all ethnic backgrounds, economically disadvantaged, residents within Bayview Hunters Point area and between the ages of 14-21 years of age. |   |                       |
| E. | Were any out-of-district waivers requested?<br>If YES, how many? (Seven)<br>What was (were) the reason(s)?<br>These participants were working closely with YCD.  |   | YES [ X ] NO [ ]<br>7 |
| F. | How and when were the applicants recruited?<br>Flyers, job announcements, posters were placed in strategic areas within the Bayview Hunters Point area to announce the SYETP program as early as May 1996.   |   |                       |
| G. | How were participants selected from the applicant pool?<br>Primarily selection was based on income criteria, age, residency, and authority to work.  |   |                       |
| H. | Were there any recruitment and selection problems?<br>If YES, please explain and any actions taken to rectify them:  |   | YES [ ] NO [ X ]      |

### III. PARTICIPANT CERTIFICATION

- A. Fill in Table I below with subcontractor's certification information:

DATE	# SCHED.	# SHOWED	% SHOWED	# MISSING DOCUMENTS
05/05/96	65	60	92%	
06/04/96	36	29	80%	
06/13/96	56	50	89%	
06/20/96	42	40	95%	
06/28/96	27	27	100%	

B. How many cleared certification by June 21? 85

C. How many cleared certification by July 1? 124

- D. Was one copy of the masterlist submitted on time and completed correctly? YES [X] NO [ ]  
If NO, please explain:
- E. Were youths needing SFUSD photo I.D.s noted on the masterlist? YES [X] NO [ ]
- F. Did the subcontractor staff adequately assist during certification? YES [X] NO [ ]  
If NO, please explain:

### IV. WORKSITE DEVELOPMENT

- A. How and when were worksites developed?

Worksites were developed simultaneously with certification process. Previous worksites were contacted and new ones were developed by writing them letters and enclosing application forms.

- B. Was there a variety of job duties available to the youths? YES [X] NO [ ]  
If NO, please explain:

- C. Please describe the types of jobs (percentage breakdown, if possible)

	# SLOTS	PERCENT
Clerical	82	54 %
Custodial	3	1 %
Childcare	8	5 %
Kitchen Aide	6	4 %
Recreation Aide	6	4 %
Other	48	31 %
Total	153	100 %

- D. How many job slots were developed and submitted to the PIC by:

	# SLOTS
June 10	100
June 21	53
Total	153

- E. How many job slots were submitted after the June 21 deadline?  
job slots: 53      worksites: 25

- F. What was the total number of worksites that were developed? 216

- G. Were the majority of Worksite Requests and MOUs completed correctly? YES [X] NO [ ]  
If NO, please explain:

- H. Did the subcontractor use any worksites from previous years that were evaluated as poor or unacceptable? YES [ ] NO [X]  
If YES, please explain:
- I. Did subcontractor develop any worksites whose jobs were for fewer than 6.8 weeks? YES [ ] NO [X]  
If YES, what arrangements were made for the youth to complete hours?

#### V. PARTICIPANT PLACEMENT

- A. How and when were the participants placed at worksites? Youth were placed to start work on July 1, 1996, based on cleared certification by MIS and summer school schedules. Information from ISS sheet was also a determining factor for placement.
- B. Was the Individual Service Strategy Plan used to complete this process? YES [X] NO [ ]
- C. How many youths started work on July 1, 1996? 85  
When did the subcontractor meet its slot level? July 8, 1996
- D. Were the youths interests and qualifications matched to worksite requirements? YES [X] NO [ ]  
If YES, please explain:
- E. Were all youths given referral slips to their worksites? YES [X] NO [ ]  
If NO, please explain:
- F. Were any youths placed before they cleared certification? YES [ ] NO [X]  
If YES, please explain:
- G. Were any youths placed at uncertified worksites? YES [ ] NO [X]  
If YES, please explain:
- H. Did the subcontractor utilize the Determination of Certification notices (re: number, job titles child labor law restrictions) to place its youths? YES [X] NO [ ]  
If NO, please explain:

#### VI. ORIENTATIONS

##### Team Leader Orientation

- A. How, when and by whom was the orientation conducted? PIC provided Team Leader Orientations on June 25 and 26, 1996. YCD provided an in-house orientation in addition to the one given by PIC.
- B. Were all Team Leaders oriented? YES [X] NO [ ]  
If NO, please explain:
- C. Was attendance maintained? YES [X] NO [ ]  
If NO, please explain:
- D. Were the duties of the Team Leader clearly defined? YES [X] NO [ ]  
If NO, please explain:
- E. Were all areas of the program adequately explained? YES [X] NO [ ]  
If NO, please explain:
- F. What was the general quality of the orientation?
- |              |     |           |     |
|--------------|-----|-----------|-----|
| Poor         | [ ] | Very Good | [X] |
| Satisfactory | [ ] | Excellent | [ ] |

### III. PARTICIPANT CERTIFICATION

A. Fill in Table I below with subcontractor's certification information:

DATE	# SCHED.	# SHOWED	% SHOWED	# MISSING DOCUMENTS
05/05/96	65	60	92%	
06/04/96	36	29	80%	
06/13/96	56	50	89%	
06/20/96	42	40	95%	
06/28/96	27	27	100%	

B. How many cleared certification by June 21? 85

C. How many cleared certification by July 1? 124

D. Was one copy of the masterlist submitted on time and completed correctly? YES [X] NO [ ]  
If NO, please explain:

E. Were youths needing SFUSD photo I.D.s noted on the masterlist? YES [X] NO [ ]

F. Did the subcontractor staff adequately assist during certification? YES [X] NO [ ]  
If NO, please explain:

### IV. WORKSITE DEVELOPMENT

A. How and when were worksites developed?

Worksites were developed simultaneously with certification process. Previous worksites were contacted and new ones were developed by writing them letters and enclosing application forms.

B. Was there a variety of job duties available to the youths? YES [X] NO [ ]  
If NO, please explain:

C. Please describe the types of jobs (percentage breakdown, if possible)

	# SLOTS	PERCENT
Clerical	82	54%
Custodial	3	1%
Childcare	8	5%
Kitchen Aide	6	4%
Recreation Aide	6	4%
Other	48	31%
Total	153	100%

D. How many job slots were developed and submitted to the PIC by:

	# SLOTS
June 10	100
June 21	53
Total	153

E. How many job slots were submitted after the June 21 deadline?  
job slots: 53      worksites: 25

F. What was the total number of worksites that were developed? 216

G. Were the majority of Worksite Requests and MOUs completed correctly? YES [X] NO [ ]  
If NO, please explain:



- H. Did the subcontractor use any worksites from previous years that were evaluated as poor or unacceptable? YES [ ] NO [X]  
If YES, please explain?
- I. Did subcontractor develop any worksites whose jobs were for fewer than 6.8 weeks? YES [ ] NO [X]  
If YES, what arrangements were made for the youth to complete hours?

#### V. PARTICIPANT PLACEMENT

- A. How and when were the participants placed at worksites? Youth were placed to start work on July 1, 1996, based on cleared certification by MIS and summer school schedules.  
Information from ISS sheet was also a determining factor for placement.
- B. Was the Individual Service Strategy Plan used to complete this process? YES [X] NO [ ]
- C. How many youths started work on July 1, 1996? 85  
When did the subcontractor meet its slot level? July 8, 1996
- D. Were the youths interests and qualifications matched to worksite requirements? YES [X] NO [ ]  
If YES, please explain:
- E. Were all youths given referral slips to their worksites? YES [X] NO [ ]  
If NO, please explain:
- F. Were any youths placed before they cleared certification? YES [ ] NO [X]  
If YES, please explain:
- G. Were any youths placed at uncertified worksites? YES [ ] NO [X]  
If YES, please explain:
- H. Did the subcontractor utilize the Determination of Certification notices (re: number, job titles child labor law restrictions) to place its youths? YES [X] NO [ ]  
If NO, please explain:

#### VI. ORIENTATIONS

##### Team Leader Orientation

- A. How, when and by whom was the orientation conducted? PIC provided Team Leader Orientations on June 25 and 26, 1996. YCD provided an in-house orientation in addition to the one given by PIC.
- B. Were all Team Leaders oriented? YES [X] NO [ ]  
If NO, please explain:
- C. Was attendance maintained? YES [X] NO [ ]  
If NO, please explain:
- D. Were the duties of the Team Leader clearly defined? YES [X] NO [ ]  
If NO, please explain:
- E. Were all areas of the program adequately explained? YES [X] NO [ ]  
If NO, please explain:
- F. What was the general quality of the orientation?
- |              |     |           |     |
|--------------|-----|-----------|-----|
| Poor         | [ ] | Very Good | [X] |
| Satisfactory | [ ] | Excellent | [ ] |



Please explain: All aspects of SYETP were explained, specifically the Team Leaders' duties and responsibilities.

Worksite Supervisor Training

- A. How, when and by whom was the orientation conducted?  
Team Leaders provided orientation to their assigned worksites and provided Worksite Handbooks and required PIC documents to worksite Supervisors.
- B. Were all Worksite Supervisors oriented? YES ☒ NO ☐  
If NO, please explain:
- C. Was attendance maintained? YES ☒ NO ☐  
If NO, please explain:
- D. Were all areas of the program (relevant to the supervisors) adequately explained? YES ☒ NO ☐  
If NO, please explain:
- E. What was the general quality of the orientation? Poor ☐ Very Good ☒  
Satisfactory ☐ Excellent ☐

Please explain:

Worksite supervisors were made fully aware of their specific duties and responsibilities mandated in the MOU and Supervisor Handbook.

Participant Orientation

- A. How, when and by whom were the orientations conducted?  
Team Leaders provided orientations to the youth assigned to them. The summer program was thoroughly discussed with them as well as the Participant Handbook.
- B. Did all participants receive an orientation? YES ☒ NO ☐  
If NO, please explain:
- C. Was attendance maintained? YES ☒ NO ☐  
If NO, please explain:
- D. Were all areas of the program adequately explained? YES ☒ NO ☐  
If NO, please explain:
- E. What was the general quality of the orientation? Poor ☐ Very Good ☒  
Satisfactory ☐ Excellent ☐

Please explain:

All pertinent information was provided to youth workers as well as support from their Team Leaders.

**VII. LABOR MARKET ORIENTATION**

- A. Date(s) of Labor Market Orientation(s): July 26, 1996  
Location(s): Southeast Community College, 1800 Oakdale Ave., SF 94124
- B. Were all pertinent subjects covered? YES ☒ NO ☐  
If NO, please explain:
- C. How was attendance maintained?  
The participants were required to sign in and out.

D. Did the Labor Market Orientation schedule take into account youths attending summer school? YES [ X ] NO [ ]  
If NO, please explain:

E. Were make-up sessions scheduled for those who did not attend? YES [ X ] NO [ ]  
If NO, please explain:

F. What was the general quality of the subcontractor LMO? Poor [ ] Good [ ]  
Satisfactory [ ] Very Good [ X ]  
Excellent [ ]

Please explain:

The youth were oriented on entrepreneurship, educational, and employment opportunities, leadership, AIDS, and teen pregnancy.

### VIII. EDUCATIONAL COMPONENT

For all subcontractors

A. What test instruments were used to assess participants' math and reading skills?  
CTBS Scores

B. Were the tests conducted in a standardized manner? YES [ X ] NO [ ]  
If NO, please explain:

C. What percentage of the youths were assessed as having reading grade levels below the 7th grade? 75%  
What percentage of the youths were assessed as having math grade levels below the 7th grade? 71%  
What percentage of the youths were assessed as having both reading and math grade levels below the 7th grade? 73%

D. Were the assessment results documented? YES [ X ] NO [ ]  
If NO, please explain:

E. Were the results available to PIC staff for review? YES [ X ] NO [ ]  
If NO, please explain:

F. How were the youths selected for the computer-assisted math/reading classes?  
Those youth whose math and reading scores were one grade below their grade level.

G. How many youths did the subcontractor refer to the educational component? 4

H. Did the subcontractor refer its required number of youths to the SFUSD educational component by June 9? YES [ X ] NO [ ]  
If NO, please explain:  
Note: YCD submitted names to Dr. Swalley but the youths were not yet cleared for certification.

By the beginning of the program? YES [ X ] NO [ ]  
If NO, please explain:

I. Did the subcontractor maintain a waiting list? YES [ X ] NO [ ]  
If NO, please explain:

J. Did the subcontractor need to use it? YES [ ] NO [ X ]  
If YES, please explain:

K. How many youths dropped out of the remedial classes? 0

- L. What were the subcontractor's motivational techniques?  
**The youth gets credit for the subject they take under the educational component. They get paid for going to school, and they get fast passes.**

#### IX. COUNSELING

- A. What were the Team Leaders/Teacher Advisors caseloads?  
**Approximately (25) youth workers each.**
- B. Were they reasonable and equitable? YES ☒ NO ☐  
 If NO, please explain:
- C. Did the Team Leaders/Teacher Advisors visit the worksites at least once every two weeks? YES ☒ NO ☐  
 If NO, please explain:
- D. Was the visit documented on the I.S.S. Skill Progress Report? YES ☒ NO ☐
- E. Did youths and supervisors know the names of the Team Leaders/Teacher Advisors and feel they were accessible and responsive to them? YES ☒ NO ☐  
 If NO, please explain:
- F. Did the Team Leaders/Teacher Advisors solve worksite problems in a professional and expeditious manner? YES ☒ NO ☐  
 If NO, please explain:

Comments:

#### X. MONITORING (Program Compliance Specialist)

- A. What percentage of the subcontractor's worksites were monitored? 30%
- B. Did worksites adhere to the Worksite Request, MOU and certification forms (correct number of youths, job duties, etc.)? YES ☒ NO ☐  
 If NO, please explain:
- C. Were worksites supplied with all the necessary paperwork (timesheets, evaluations, emergency forms, etc.)? YES ☒ NO ☐  
 If NO, please explain:
- D. What was the overall quality of the supervision and work experience for the youths? Poor ☐ Very Good ☒  
 Satisfactory ☐ Excellent ☐

Please explain: **Training and supervision of youth workers were very efficient and very good.**

- E. Number of worksites rated:
- |           |    |              |   |
|-----------|----|--------------|---|
| Excellent | 2  | Satisfactory | 0 |
| Very Good | 10 | Poor         | 0 |
| Good      | 3  | Unacceptable | 0 |

#### XI. PAYROLL

- A. Were masterlists submitted correctly, completely, and on schedule? YES ☒ NO ☐  
 If NO, please explain:
- B. Were signature verification cards completed correctly and on schedule? YES ☒ NO ☐  
 If NO, please explain:
- C. Were work permits completed for all youths' by the first payday? YES ☐ NO ☒

If NO, please explain:

SFUSD were not ready with the work permits until the fourth pay period.

- D. Were at least 90% of the timesheets submitted on time and correctly completed? YES ☒ NO ☐  
If NO, please explain:
- E. Were there any worksites with recurring timesheet problems? YES ☐ NO ☒  
If YES, which one(s):
- F. Were LMO workshop hours added and initialed by subcontractor staff? YES ☒ NO ☐  
If NO, please explain:
- G. Did subcontractor staff respond to PIC requests for corrections? YES ☒ NO ☐  
If NO, please explain:
- H. How were paydays? Poor ☐ Very Good ☒  
Satisfactory ☐ Excellent ☐  
Good ☐

Please explain:

No payroll problems, distribution of paychecks went very smoothly.

Comments:

## XII. FISCAL

- A. Did subcontract negotiations go well? YES ☒ NO ☐  
If NO, please explain:
- B. What was the cost per participant served? \$1,000
- C. Were invoices submitted on time and completed correctly? YES ☒ NO ☐  
If NO, please explain:
- D. Were expenditures in line with budget projections? YES ☒ NO ☐  
If NO, please explain:
- E. Was supporting documentation kept on file and available to the PIC staff for review? YES ☒ NO ☐  
If NO, please explain:
- F. Were sign in/out and timesheets maintained correctly for subcontractor staff? YES ☒ NO ☐  
If NO, please explain:
- G. Did subcontractor maintain time distribution sheets if part of a regular staff's salary was charged to the SYETP? YES ☒ NO ☐  
If NO, please explain:
- H. Were any subcontract modifications necessary? YES ☐ NO ☒  
If YES, please explain:
- I. Did the subcontractor have any problems managing its funds? YES ☐ NO ☒  
If YES, please explain:
- J. Were the subcontractor's financial records maintained by internal accounting/bookkeeping personnel or by an external financial service provider? YES ☐ No ☒  
YCD's financial record was maintained by its internal bookkeeper personnel.

## XIII. MIS

- A. Were the participants' reading grade levels recorded on the applications (PIC 1) in a timely manner? YES ☒ NO ☐  
If NO, please explain:

- B. Were the JTPA Termination of Active Enrollment forms (JTA 3 ESF) completed correctly and submitted to the PIC within three (3) working days of the termination date for the youth who left the work experience program early?

YES [ X ] NO [ ]

If NO, please explain:

- C. Were the JTPA Termination of Active Enrollment forms (JTA 3 ESF) submitted correctly and on time?

YES [ X ] NO [ ]

If NO, please explain:



PRIVATE INDUSTRY COUNCIL  
of San Francisco, Inc.

NOTICE of a PUBLIC MEETING  
of the  
PLANNING COMMITTEE

DOCUMENTS DEPT.

OCT 29 1996  
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DATE: Tuesday, November 5, 1996  
TIME: 10:00 a.m. - Noon.  
LOCATION: City College of San Francisco  
33 Gough Street  
Auditorium

Public testimony on agenda items as authorized by the Committee chairman throughout the meeting

Agenda

1. Adoption of agenda \*
2. Approval of minutes for the Planning Committee's August 28 meeting \*
3. Staff recommendations for mid-term adjustment to the JTPA PY'96 Plan (enclosed) \*
4. Evaluation of 1996 Summer Programs \*
5. Public testimony on non-agenda items

\* Requires Committee action

Issued October 29, 1996



If you require special accommodation due to a disability, please call Roberta Fazande  
at 931-7460 or TDD 749-3117 at least 72 hours in advance

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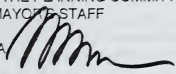
OCT 29 1996

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MEMORANDUM

**TO:** ALL MEMBERS OF THE PLANNING COMMITTEE  
MARGINE SAKO, MAYOR'S STAFF

**DATE:** OCTOBER 29, 1996

**FROM:** STEVE ARCELONA 

**SUBJECT:** RECOMMENDATIONS FOR THE MID-TERM ADJUSTMENT AND MODIFICATION OF  
THE PY'96 SUBPARTS OF SAN FRANCISCO'S PY'96-'97 JOB TRAINING PLAN

**Background:**

As described in the October 21st Annual Report to the Governor, performance in the Program Year 1995 JTPA Subparts of San Francisco's PY'94-'95 Job Training Plan were characterized by extraordinary degrees of financial and policy instabilities and the consequences of some of those instabilities have been carried-over into the current PY'96 JTPA Subparts. If not resolved now, some of those problems may affect planning for the PY'97 Modification to San Francisco's PY'96-'97 Job Training Plan, which should commence within the next month or two.

As a result, the following recommendations for the "Mid-Term Adjustment and Second PY'96 Modification of San Francisco's PY'96-'97 Job Training Plan" are intended:

1. to resolve as many of the remaining effects of those PY'95 problems as is possible; and
2. to adjust the current PY'96 Subparts in that Plan so that they will be better able to accommodate some of the financial and policy initiatives that should be anticipated in PY'97.

While the initial formula amounts of all allocated PY'96 monies are now firm, the following problems remain:

3. none of the subpart plans of San Francisco's PY'96-'97 Job Training Plan or of the First PY'96 Modification to it (adopted in July of this year) has been either approved or disapproved by the Governor as is required by section 105 (b) of the Act;
4. nevertheless, the State agency representing the Governor (the EDD/JTPD) has executed and provided the PIC with some, but not all, of the subgrant agreements implying those subpart plans have been approved and, for those for which executed agreements have not been provided, the EDD/JTPD has permitted the PIC to continue drawing down and spending monies under the modified PY'96 subpart plans that were approved by the Council and the Mayor in July;
5. there are still imbalances between the total amounts of monies that were initially made available for some of the modified PY'96 subpart plans that were approved by the Council and the Mayor in July and the aggregated amounts of monies that should have been obligated in subcontracts authorized by the Council and the Mayor for those subpart plans; and,
6. although not final, San Francisco should expect to receive some or all of the following additional JTPA monies during the remaining months of PY'96:
  - a. "excess unspent PY'95 JTPA Title IIA (5%-Older Individuals Program) monies" that the State will recapture and reallocate from other California SDAs (it has already been determined that San Francisco would be eligible to receive some of those monies but the amounts and schedules for those reallocations are still unknown and cannot be estimated);



- b. PY'96 JTPA Titles IIA-IIC (5%-Incentive Award) award monies (as indicated on the sixth page of the October 21st PY'95 Annual JTPA Report to the Governor, until San Francisco's official unemployment rate for that period can be determined one cannot determine if five or more of the six performance standards specified for the two basic JTPA Titles IIA and IIC Subpart Programs were met and exceeded to qualify for a PY'96 incentive award and, if so, what the estimated amount of that award might be);
- c. "excess unspent PY'95 JTPA Title IIIA (Dislocated Workers') monies" that the State will recapture from other California SDAs and possibly reallocate to San Francisco (it has already been determined that San Francisco would be eligible to receive some of those monies but the amounts and schedules for those reallocations, if there are going to be any, are still unknown and cannot be estimated); and
- d. "excess unspent PY'95 JTPA Title IIIA (Dislocated Workers') monies" that the Labor Department may recapture and allot to California from other states (if California is eligible to receive them) and, if so, that the State would then be required to reallocate to qualifying California SDAs (the amounts and schedules for both the reallocations and those potential reallocations are still unknown and cannot be estimated).

While appropriations for PY'97 have already been enacted and while the amounts of San Francisco's PY'97 formula allocations can and will be estimated, the following policy initiatives will, at minimum, need to be addressed in the First PY'97 Modification to San Francisco's PY'96-'97 Job Training Plan:

- 7. the federal "Welfare Reform" legislation that was enacted several months ago and, subject to the eventual plans of the State of California and of the City and County of San Francisco, that is required to be implemented starting in PY'97;
- 8. the "Economic Development Plans and Strategies" for the City and County of San Francisco, perhaps eleven other neighboring counties, and the State of California;
- 9. the "One-Stop Career Centers Systems" plans for the City and County of San Francisco, perhaps eight other neighboring counties, and the State of California;
- 10. the "School-to-Work" (or, in California, "School-to-Career") plans for the City and County of San Francisco, perhaps six other neighboring counties, and the State of California; and
- 11. the development of operational plans for a new Job Corps Center that, beginning in January 1997, will be built on Treasure Island.

Staff believes that the following recommended modifications to the PY'96 Subparts of San Francisco's PY'96-'97 Job Training Plan will position those programs to address those PY'97 policies issues and initiatives best.

#### **The PY'96 JTPA Title IIA (77%-Basic Adult Year-Round Training) Subpart:**

The amounts of all monies so far set aside in all "prime subcontracts" for the "individual referral classroom training", "individual on-the-job (OJT) training", and "childcare services" subaccounts in this subpart account have already been obligated in executed subcontracts for the remainder of PY'96.

Because "prime subcontractors" in this subpart account already have the capacities to develop and execute additional "individual referral classroom training", "individual on-the-job (OJT) training", and "childcare services" subcontracts during the remainder of PY'96, PIC Staff is recommending that:

- 13. the total amount of available funds in this subpart account be initially increased by approximately \$181,000 by transferring to it, subject to the Governor's approvals:

- a. approximately \$31,000 of still-unobligated funds in the JTPA Title IIC (82%- Basic Youth Year-Round Training) Subpart; and
  - b. approximately \$150,000 of still-unobligated funds in the JTPA Title IIIA (60%-Formula Dislocated Workers) Subpart; and
14. those additional funds be budgeted in the "individual referral classroom training", "individual on-the-job (OJT) training", "childcare services", and the "administrative cost pool" (ACP) subaccounts in that subpart account as described in the first attachment to finance approximately half of the aggregate excess capacity of "prime subcontractors" until about January or February of 1997; and,
15. based on PY'96 expenditures accrued by December 31st of this year, identify all potential under-expenditures in this subpart account and, in January or February of 1997, reallocate them to the same set aside subaccounts for full services for the remainder of PY'96.

**The PY'96 JTPA Title IIA (5%-Older Individuals Program) Subpart:**

Since neither the amount of additional reallocated funds for this subpart account nor the possible date of their availability can be estimated, Staff is not able to recommend any modification to this subpart yet even though one of the "prime subcontracts" under it is only financed for the first six months of PY'96. Staff may have a recommendation for modifying this subpart account at the Committee's November 5th or a subsequent meeting taking into account reallocated funds and the impact of "Welfare Reform" legislation.

**The 1996 JTPA Title IIB (Summer Youth Employment and Training Program) Subpart:**

As of September 30th, all of the approximately \$2.4 million of available funds in this subpart account were still obligated and, of that, a little over \$200,000 was still reported as not having yet been liquidated.

Since neither that subpart account nor any subcontracts under it are scheduled to be closed out until December 31st of this year, since many of the final invoices for that short-term and intense program have still not been submitted or paid, and since, at minimum, at least \$100,000 of those funds will be needed to develop and begin implementing the 1997 JTPA Title IIB (SYETP) early next year (i.e., before 1997 SYETP funds are allocated), Staff is not recommending any modifications for this subpart account.

**The PY'96 JTPA Title IIC (82%-Basic Youth Year-Round Training) Subpart:**

As of September 30th, there was still approximately \$79,000 of these funds remaining unobligated as a combined result of the rescission of approximately 75% of the funds that were allocated early in PY'95 and of the partly futile attempt to transfer to this subpart account \$300,000 of "allowable unspent 1995 SYETP funds" and to obligate and spend that amount in the last six months of PY'96.

Staff is recommending that approximately \$33,000 of these unobligated funds be transferred to the JTPA Title IIA (77%-Basic Adult Year-Round Training) Subpart and that the remaining \$46,000 be obligated to two subcontracts under this subpart to recruit, enroll, and train additional out-of-school, eligible youths during the remaining months of PY'96. Please refer to the attachment for this subpart account for details.

**The PY'96 JTPA Titles IIA-IIC (5%-Incentive) Subpart:**

Since neither the amount of a potential incentive award nor the possible date of its availability can be estimated at this time, Staff is not able to recommend any modification to this subpart even though there may be additional PY'95 incentive funds that still remain unobligated.

Instead, staff recommends that, in preparation for the PY'97 Modification to San Francisco's PY'96-'97 Job Training Plan, that the Council's Evaluation Committee review both the Joseph S. Bailey Memorial Program and the related Summer Training and Education Program (STEP) before proceeding, especially in light of the policy initiatives described in items numbered 7 to 11 of this report.

### **The PY'96 JTPA Titles IIA-IIC (8%-GAIN) Project:**

While all available PY'96 funds in this subpart account have been obligated in the subcontracts previously approved by the Council and the Mayor to provide remedial education and limited job development and placement services to recipients of Aid to Families with Dependent Children (AFDC) who the San Francisco Department of Human Services (SFDHS) has enrolled in its GAIN Program and referred to the PIC and its subcontractors and while there are no additional funds that are currently projected to become available during the remainder of PY'96 for this subpart, potentially this subpart plan should receive the greatest attention for modification because of the recently-enacted federal "Welfare Reform" legislation.

However, since neither the State nor the SFDHS has had time to develop their plans for implementing that new federal legislation, since the latter's plan will be dependent in part of the recommendations of the City's new "Welfare Reform Task Force" in which the PIC will be an active participant, and since any modification to this subpart plan would necessarily be dependent on agreements with both the SFDHS and with the State Department of Education, Staff is unable to recommend any modifications at this particular time. It is, however, possible that, before the end of PY'96, staff will return to the Committee with recommendations for not only the remainder of PY'96 but for PY'97 and subsequent years.

### **Three PY'96 JTPA Titles IIA-IIC (8%-SECG) "School-to-Work" Projects:**

Staff is not recommending any modifications for any of the following three "School-to-Work" Projects, all obtained as a result of statewide competitions conducted between February and August of 1996 by the State Department of Education and the Chancellor's Office of California's Community Colleges:

16. a carpentry and cabinet-making project involving the PIC, Asian Neighborhood Design, and the San Francisco Unified School District's John O'Connell High School;
17. a project involving the PIC, its Jobs For Youth Program, the SFUSD's Academies of Finance and of Tourism and Trade, the Mayor's Youth Employment and Education Program, and New Ways Workers; and
18. a licensed vocational nursing program for refugees from the former Soviet Union involving the PIC, the City College of San Francisco, Jewish Vocational Service, and the University of California-Mt. Zion Medical Center.

### **The PY'96 JTPA Title IIIA (60%-Formula Dislocated Workers) Subpart:**

As of September 30th, there was still slightly over \$200,000 of these funds remaining unobligated while less than half of that amount was already committed (but not yet obligated) in proposed "individual referral classroom retraining" subcontracts for workers who have just recently been dislocated. Despite a continued need for all of these unobligated funds for additional workers that are anticipated to be dislocated during the remaining months of PY'96 (more likely before December 31st of this year), staff is recommending that approximately \$150,000 of those funds be immediately transferred to the JTPA Title IIA (77%-Basic Adult Year-Round Training) Subpart, subject to the Governor's approval (which could be a problem), because those needs are less speculative at this time. This would eliminate services for any additional dislocated workers during the remainder of PY'96 subject to the two possible reallocations described in items numbered 14 and 15 of this report. Please refer to the attachment for the JTPA Title IIA (77%-Basic Adult Year-Round Training) Subpart Account for details.

### **Other PY'96 JTPA Title IIIA (40%-Discretionary) Projects:**

Staff is not recommending modifications of either the JTPA Title IIIA (40%-Base Closure) or (40%-Rapid Response) Project Plans at this time. The former, which was initially authorized to serve workers dislocated by the closure of the Presidio Army Base, is now authorized to continue services to the few former Presidio employees who are still receiving retraining services but also to provide services to employees at the Treasure Island Naval Station or its annex, the Hunters Point Shipyard, who are being dislocated.

### **Additional Recommendations with respect to Probationary Subcontractors:**

At the June meeting of the Planning Committee, four subcontractors were placed on probation based on their performance for all of PY'94 and part of PY'95 through March of 1996. PIC Staff was directed to reevaluate the subsequent performance of each of these subcontractors in October to determine whether funding should be continued.

The four subcontractors placed on probation were:

19. in the JTPA Title IIA (77%-Basic Adult Year-Round Training) Subpart:

- a. the Bay Area Urban League (BAUL);
- b. the Chinatown American Cooks School (CACS);
- c. the Ocean view, Merced, Ingleside Community Association (OMICA); and,

20. under the JTPA Title IIIA (60%-Formula Dislocated Workers) Subpart:

- a. the Community Housing Partnership (CHP).

Staff reviewed the performance of each of the four subcontractors for all of PY'95 and the first three months of PY'96 using achievement of at least 70% of their subcontract goals as the threshold criterion.

Although none of the four subcontractors achieved at least 70% of their PY95 subcontract goals, staff is recommending:

- 21. that BAUL be taken off probation because it is achieving at least 70% of their PY'96 subcontract goals; and
- 22. that CACS, OMICA, and CHP be continued on probationary status until December 31st of this year and then reevaluated in January or February of 1997 to determine whether or not funding should be continued.

Please let us know prior to the November 5th meeting of the Planning Committee if there is specific additional information that you have already identified as being needed. Otherwise, representatives of the PIC Staff will be attendance to attempt to answer any and all questions that you or others have.

cc: PIC Staff  
All PIC Subcontractors  
Scott Winkler, EDD/JTPD

Attachments



# JOB TRAINING PARTNERSHIP ACT

## Title II-A 77% Basic Adult

Grant Funds Available	
PY'96 Formula Allocation =	2,343,212
PY'95 First-in First-out (FIFO) =	0
Proposed Fund Transfer from IIC =	0
Proposed Fund Transfer from IIIA =	0
<b>Total PY'96 Revenue =</b>	<b>2,343,212</b>

Proposed Δ	Adj. Revenue
0	2,343,212
0	0
30,942	30,942
150,000	150,000
<b>180,942</b>	<b>2,524,154</b>

### Obligations approved by the Mayor and Council on July 9, 1996

### Mid-term Recommendations

Enr. Level	Activity	Subcontractor / Budget Item	Acronym	Planned Obligations	Mid-term Revision	Rev. Planned Obligations
32		Jewish Vocational Service	JVS	55,180	0	55,180
28	Individual Referral	Career Resources Development Center	CRDC	34,788	0	34,788
15		Third Baptist Church	TBC	32,148	0	32,148
12		* Bay Area Urban League	BAUL	31,126	0	31,126
		IR Pool (Training Reimbursement)	IR Pool	118,459	43,281	161,740
25		Asian Neighborhood Design	AND	69,488	0	69,488
14		Mission Hiring Hall / SOME C	MHH / SOME C	37,661	0	37,661
20	Occup. Classroom Training	City College of San Francisco	CCSF/JAC	46,783	0	46,783
20		San Francisco Vocational Services	SFVS	70,787	0	70,787
7		Center for Employment Training	CET	47,100	0	47,100
22		* Chinatown American Cooks School	CACS	56,588	0	56,588
47		Korean Center, Inc.	KCI	136,807	0	136,807
49	OESL	Career Resources Development Center	CRDC	146,765	0	146,765
47		Mission Language & Vocational School	MLVS	114,555	0	114,555
20		San Francisco Vocational Services	SFVS	53,962	0	53,962
34	On Job Training	Arriba Juntos	AJ	94,036	0	94,036
19		Northern California Service League	NCSL	36,727	0	36,727
26		Jewish Vocational Service	JVS	53,574	0	53,574
48		Swords to Plowshares	STP	144,952	0	144,952
33		* Bay Area Urban League	BAUL	101,215	0	101,215
14		* OMICA	OMICA	91,278	0	91,278
		OJT Pool (Employer Reimbursement)	OJT Pool	128,788	80,000	208,788
	Cost Pools	Children's Council (Providers' costs)	CCSF-P	130,456	0	130,456
		Children's Council (Operating expense)	CCSF-O	18,137	28,000	46,137
		Supportive Services (Transportation etc.)		47,347	0	47,347
		Public Media Center (Employer Outreach)	PMC	15,379	0	15,379
	PIC, Inc.	Operations (Intake, Certification, Employer Outreach)		72,549	0	72,549
		Administration	ACP	356,577	29,661	386,238
532				<b>Program Year Budget =</b>	<b>180,942</b>	<b>2,524,154</b>

\* Probationary subcontractor.

Deficit = 0

Deficit = 0



Title II-A 5% Older Indiv.			Grant Funds Available	
			PY'96 Formula Allocation =	315,681
			PY'95 FIFO =	0
			Total PY'96 Revenue =	315,681
Obligations approved by the Mayor and Council on July 9, 1996				
Enr. Level	Activity	Subcontractor / Budget Item		Planned Obligations
66	OESL	Self-Help for the Elderly	SHE	152,243
14	OESL	Korean Center, Inc.	KCI	37,973
18	OCT	Renaissance Experience Plus	REP	50,270
	Cost Pools	Supportive Services (Transportation etc.)		14,598
		Public Media Center (Employer Outreach)		2,881
	PIC, Inc.	Operations (Intake, Certification, Employer Outreach)		16,000
		Administration	ACP	41,716
98			Program Year Budget =	315,681
			Deficit =	0

*No change.*

*Budgets remain as approved by the Mayor & Council on July 9, 1996*

Titles II-A/C 5% Incentive			Grant Funds Available		Proposed Δ	Adj. Revenue
			PY'95 Incentive Award =	67,438	0	67,438
			PY'94 FIFO =	2,690	33,044	35,734
			Total PY'96 Revenue =	70,128	33,044	103,172
Obligations approved by the Mayor and Council on July 9, 1996					Mid-term Recommendations	
Enr. Level	Activity	Subcontractor / Budget Item		Planned Obligations	Mid-term Revision	Rev. Planned Obligations
10	BRE	PHCDC Potrero Hill Community Dev. Corp.	PHCDC	32,734	0	32,734
	STEP	PIC/SFUSD STEP SYS Mentor Tutors	SYS	11,841	26,436	38,277
		Children's Council (Providers' costs)	CCSF-P	3,179	0	3,179
	Cost Pools	Children's Council (Operating expense)	CCSF-O	1,154	0	1,154
		Supportive Services (Transportation etc.)		3,496	0	3,496
		Public Media Center (Employer Outreach)	PMC	2,338	0	2,338
	PIC, Inc.	Operations (Intake, Certification, Employer Outreach)		5,000	0	5,000
		Administration		10,386	6,608	16,994
10			Program Year Budget =	70,128	33,044	103,172
			Deficit =	0	Deficit =	0

Title II-C 82% Basic Youth				Grant Funds Available	Proposed Δ	Adj. Revenue
				PY'96 Formula Allocation =	309,425	309,425
				Proposed Fund Transfer to IIA =	0	-30,942
				PY'95 FIFO =	71,533	79,793
				Total PY'96 Revenue =	380,958	48,851
						429,809

Obligations approved by the Mayor and Council on July 9, 1996				Mid-term Recommendations		
Enr. Level	Activity	Subcontractor / Budget Item	Planned Obligations	Mid-term Revision	Rev. Planned Obligations	
11+2	IR	Career Resources Dev. Center	CRDC	8,692	22,963	
	IR Pool	PIC IR Pool (Training Pgm. Reimbursement)		5,970	39,669	
24	OCT	Asian Neighborhood Design	AND	0	87,300	
8+3	OCT	Mission Hiring Hall / SOMECS	MHH / SOMECS	8,300	28,290	
3	OCT	San Francisco Vocational Services	SFVS	0	8,886	
33+2	OESL	Mission Lang. & Voc. School	MLVS	10,102	76,774	
19	OESL	Community Educational Services	CES	0	49,196	
	Cost Pools	Children's Council (Providers' costs)	CCSF-P	0	19,550	
		Children's Council (Operating expense)	CCSF-O	0	4,949	
		Supportive Services (Transportation etc.)		0	10,679	
		Public Media Center (Employer Outreach)	PMC	0	0	
	PIC, Inc.	Operations (Intake, Certification, Employer Outreach)	11,609	8,138	19,747	
		Administration	54,157	7,649	61,806	
46	Program Year Budget =			380,958	48,851	429,809
				Deficit =	0	Deficit = 0

Titles II-A/C			Grant Funds Available	
8%-50%				
SECG/GAIN				
			PY'96 Formula Allocation =	94,341
			PY'96 State Match Allocation =	94,341
			PY'95 FIFO =	0
			Total PY'96 Revenue =	188,682

Enr. Level	Activity	Subcontractor / Budget Item	Planned Obligations
17	BRE/OCT	Arriba Juntos	AJ 65,903
19	BRE/OCT	The Family School	TFS 85,311
		Public Media Center (Employer Outreach)	2,200
		Operations (Intake, Certification, Employer Outreach)	10,298
		Administration	24,970
36	Program Year Budget =		188,682
Deficit =			0

No change.

Budgets remain as approved by the Mayor & Council on July 9, 1996



Title III-A 60% Formula Alloc.			Grant Funds Available	Proposed Δ	Adj. Revenue
			PY'96 Formula Allocation =	0	2,265,946
			Proposed Fund Transfer to IIA =	-150,000	-150,000
			2,265,946	-150,000	2,115,946

Ent. Level	Subcontractor / Budget Item	Planned Obligations	Mid-term Revision	Rev. Planned Obligations
Homeless	Arriba Juntos AJ	110,333	0	110,333
	Glide Foundation (including IR Pool) GLIDE	100,317	0	100,317
	No. Calif. Service League (incl. IR/OJT Pool) NCSL	46,800	0	46,800
	Goodwill Industries (including IR Pool) GOODWILL	78,459	0	78,459
	* Comm. Housing Partnership (incl. OJT Pool) CHP	86,567	0	86,567
	Homeless IR/OJT Pools (Training Reimbursement)	255,413	0	255,413
	IR Setaside	869,565	-150,000	719,565
	Career Link (Assessment Center)	0	0	0
	Children's Council (Providers' costs)	136,000	0	136,000
	Children's Council (Operating expense)	27,500	0	27,500
	Supportive services (Txport., health, etc.)	67,500	0	67,500
	Public Media Center (Employer Outreach)	0	0	0
	Operations (Intake, Cert., Empl. Outreach)	147,600	0	147,600
	Administration, P/C and Subcontractors	339,892	0	339,892
Program Year Budget =		2,265,946	-150,000	2,115,946

* Probationary subcontractor.	Deficit =	0	Deficit =	0
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## Subpart: JTPA Title II A 77% Adult

		PY'95 12 months	PY'96 3 months	PY'96 6 months
Expenditure	Actual	\$75,451	\$14,058 *	
	Plan	\$75,451	\$56,579	
	% of Plan	100%	25%	
Enrollments	Actual	21	5	
	Plan	30	12	
	% of Plan	70%	42%	
Placements	Actual	17	0	
	Plan	27	86%	
	% of Plan	63%	N/A	
Placement Rate	Actual	81%	N/A	
	Plan	91%	86%	
Positive Term. Rate	Actual	95%	N/A	
	Plan	95%	94%	
AEEs/YEEs	Actual	18	0	
	Plan	21	21	
	% of Plan	86%	0%	
Wage Rate	Actual	\$8.43	NA	
	Plan	6.25	\$6.25	
	% of Plan	135%	N/A	
Characteristics (Emphasis Groups)				
Hard-to-Serve (actual/plan)		21/24	5/22 *	
Non-traditional jobs for women		NA	NA	
Homeless		NA	NA	

\* 3 month actual vs 12 month plan.

Chinatown American Cooks School (CACS) operates an occupational classroom training program for adults with an emphasis on the culinary fields.

For PY '95-'96 the CACS ended the contract year achieving its enrollment goal; 70% (21/30), but not its placement goal; 63% (17/27). As of September 30, 1996, the CACS is still behind with enrollments, 42% (5/12). No placements were scheduled for the period. As one of four Subcontractors on probation, CACS needed to achieve 70% of its Subcontract goals for FY '95-'96 and during the first 3 months of FY '96-'97, to be considered for continued funding. CACS staff are aware that they are behind in their enrollment schedule, but assures staff that they will be on target by the end of October. As of October 28, 1996 the CACS staff had enrolled two more participants but is still below the 70% goal. CACS staff still needs to pay close attention to attending all required meetings.

PIC recommends that CACS remain on probation through December 31, 1996 and if it does not achieve 70% of its PY '96-'97 contract goals by that time, that it be reevaluated in January /February 1997 to determine whether or not funding should be continued.

Subcontractor: **Bay Area Urban League**

Activity: **IR**

Subpart: **JTPA Title II A 77% Adult**

		PY'95 12 months	PY'96 3 months	PY'96 6 months
Expenditure	Actual	\$34,544	\$5,911 *	
	Plan	\$36,147	\$31,126	
	% of Plan	96%	19% *	
Enrollments	Actual	13	5	
	Plan	14	6	
	% of Plan	93%	83%	
Placements	Actual	5	N/A	
	Plan	11	N/A	
	% of Plan	45%	83%	
Placement Rate	Actual	38%	N/A	
	Plan	82%	83%	
Positive Term. Rate	Actual	85%	N/A	
	Plan	86%	92%	
AEEs/YEEs	Actual	11	N/A	
	Plan	11	11	
	% of Plan	N/A	N/A	
Wage Rate	Actual	\$8.10	N/A	
	Plan	\$8.00	\$6.25	
	% of Plan	101%	N/A	
Characteristics (Emphasis Groups)				
Hard-to-Serve (actual/plan)		13/14	4/12 *	
Non-traditional jobs for women		NA	N/A *	
Homeless		1/1	N/A *	

\*3 month actual vs 12 month plan.

Bay Area Urban League (BAUL) operates an Individual Referral (IR) training and OJT program with an emphasis on serving the African American population. This is BAUL's third year operating an IR training program.

For the IR component PY'95-'96 BAUL ended the contract year achieving its enrollment goal; 93% (13/14), but did not achieved its placement goals; 45% (5/11). As of September 30, 1996, BAUL has met its enrollment goals 83% (5/6). No placements were planned for the period.

As one of the four subcontractors on probation, BAUL needed to achieve 70% of all Subcontract goals for FY '95-'96 and during the first three months of FY '96-'97, to be considered for continued funding.

BAUL had several staff turnovers during the year, but currently staff has stabilized and as a result of this stabilization, BAUL has demonstrated a marked improvement in achieving its contract goals. Staff is both cooperative and willing to respond to any needs and/or concerns of the PIC staff. BAUL staff still needs to pay close attention to submitting the forms and documents in a timely manner. (Also see evaluation for On-The-Job Training component.)

PIC staff recommends that BAUL be taken off probation.

Subcontractor: **Bay Area Urban League**

Activity: **OJT**

Subpart: **JTPA Title IIA 77% Adult**

		PY'95 12 months	PY'96 3 months	
Expenditure	Actual	\$134,177	\$19,571	
	Plan	\$134,953	\$25,304	
	% of Plan	99%	77%	
Enrollments	Actual	27	6	
	Plan	44	6	
	% of Plan	61%	100%	
Placements	Actual	19	NA	
	Plan	36	NA	
	% of Plan	53%	NA	
Placement Rate	Actual	70%	NA	
	Plan	82%	NA	
Positive Term. Rate	Actual	74%	NA	
	Plan	93%	NA	
AEEs	Actual	20	NA	
	Plan	27	NA	
	% of Plan	74%	NA	
Wage Rate	Actual	\$8.61	NA	
	Plan	\$6.25	\$6.25	
	% of Plan	138%	NA	
Characteristics (Emphasis Groups)				
Hard-to-Serve adults	actual/plan	21/39	5/23*	
Non-traditional jobs for women		4/2	0/1*	
Homeless		8/4	0/2*	

\* 3-month actual vs 12-month plan

In PY '95, Bay Area Urban League (BAUL) operated an On-the-Job training and an IR training program with an emphasis on serving the African-American population.

For the OJT component, BAUL ended the contract year not achieving any of its contract goals; enrollments were 61% (27/44) and placements were 53% (19/36) of goal. As of September 30, 1996 BAUL has met its enrollment goal of 100% (6/6). No placements were planned for the period.

As one of four subcontractors on probation, BAUL needed to achieve 70% of its contract goals for PY '95-'96 and the first three months of PY '96-'97, to be considered for continued funding.

BAUL had several staff turnovers during the year, but currently the staff has stabilized. As a result, BAUL has demonstrated a marked improvement in achieving its contract goals. BAUL staff is both cooperative and willing to respond to any needs and or concerns from PIC staff. BAUL still needs to pay close attention to submitting forms and documents in a timely manner. (Also see evaluation for individual referral program.)

PIC staff recommends that BAUL be taken off probation.

## Subpart: JTPA Title IIA 77% Adult

		PY'95 12 months	PY'96 3 months	PY'96
Expenditure	Actual	\$121,703	\$0	
	Plan	\$121,703	\$91,278	
	% of Plan	100%	0%	
Enrollments	Actual	9	NA	
	Plan	19	NA	
	% of Plan	47%	NA	
Placements	Actual	8	NA	
	Plan	14	NA	
	% of Plan	57%	NA	
Placement Rate	Actual	89%	NA	
	Plan	74%	NA	
Positive Term. Rate	Actual	89%	NA	
	Plan	79%	NA	
AEEs	Actual	8	NA	
	Plan	12	NA	
	% of Plan	67%	NA	
Wage Rate	Actual	\$9.56	NA	
	Plan	\$6.25	NA	
	% of Plan	153%	NA	
Characteristics (Emphasis Groups)				
Hard-to-Serve adults	actual/plan	8/19	NA	
Non-traditional jobs for women		1/3	NA	
Homeless		0/1	NA	

Oceanview, Merced, Ingleside Community Association (OMICA) operates an On-the-Job training program for African-American residents of Oceanview, Ingleside, Visitacion Valley, and Bayview Hunters Point.

OMICA ended the contract year not achieving any of its contract goals; enrollments were 47% (9/19) of goal and placements were 57% (8/14) of goal. Due to the delays from OMICA in resolving documentation issues which were identified in a PIC fiscal monitoring review, the PIC has not entered into a contract with OMICA for PY'96-'97. During the first fiscal review, PIC's fiscal staff found OMICA's documentation of fiscal transactions were incomplete or not on file. The transaction items included staff payroll records and receipts for purchases of equipment, materials and other services. A second review conducted by PIC staff has resolved all the above mentioned documentation issues.

In addition, OMICA has no current audit on file; before the PIC will enter into a contact with the OMICA, it must show evidence through a signed letter from an accounting firm that an audit which complies with OMB circular A-133 will be performed. OMICA staff has not attended any of the required PIC meetings since the beginning of PY '96-'97. They also did not submit last program year's paperwork in a timely manner.

As one of the four subcontractors on probation, OMICA needed to achieve 70% of its contract goals for PY'95-'96 and during the first 3 months of PY '96-'97, to be considered for continued funding. In light of the fiscal and programmatic concerns, the PIC staff is recommending the OMICA continue to be on probation through December 31, 1996. If OMICA does not achieve 70% of its PY '96-'97 contract goals by that time, then its program will be reevaluated in January/February 1997 to determine whether or not funding should be continued.

Subpart: **JTPA Title III Homeless**

		PY'95 12 months	PY'96 3 months	
Expenditure	Actual	\$78,471	\$15,433	
	Plan	\$86,567	\$17,312	
	% of Plan	91%	89%	
Enrollments	Actual	6	0	
	Plan	13	3	
	% of Plan	46%	0%	
Placements	Actual	5	0	
	Plan	10	0	
	% of Plan	50%	0%	
Placement Rate	Actual	83%	0%	
	Plan	77%	0%	
Positive Term. Rate	Actual	83%	0%	
	Plan	77%	0%	
AEEs/YEEs	Actual	NA	NA	
	Plan	NA	NA	
	% of Plan	NA	NA	
Wage Rate	Actual	\$8.58		
	Plan	\$6.50	\$6.50	
	% of Plan	132%	0%	
Characteristics (Emphasis Groups)				
Hard-to-Serve (actual/plan)		6/13	0/13*	
Non-traditional jobs for women		NA	NA	
Homeless		6/13	0/13*	

\*3 month actual vs 12 month planned data

The Community Housing Partnership (CHP) operates an on-the-job training (OJT) program with emphasis on assisting homeless, long-term unemployed adults transition into employment.

CHP did not meet 70% of its subcontract goals for PY 95; enrollments were 46% (6/13) of goal and placements were 50% (5/10) of goal. Also during the first three months of the PY 96, CHP certified three (3) participants but none were enrolled. CHP did not plan any placements during that period. As of October 28, 1996, CHP has enrolled one (1) participant but it is still below the 70% enrollment goal.

A corrective action notice was issued to CHP in March 1996. Subsequently, several meetings were held with CHP and PIC staff to devise a plan to help CHP run a successful program. It should be noted that out of the six participants who completed the program, five secured jobs.

CHP is still encountering difficulties securing OJT contracts with at least a twenty hour work week, which is one of the reasons why it has not enrolled any participants during the first quarter. PIC staff has requested another meeting with CHP to help its staff meet its contracted goals. CHP staff is both cooperative and willing to respond to any needs and or concerns from PIC staff.

PIC recommends that CHP continue its probation status until December 31, 1996. If CHP does not achieve 70% of its PY'96-'97 contract goals by that time, then it will be reevaluated in January/February 1997 to determine whether or not funding should be continued.







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MEMORANDUM

TO: POLICY UNIT, JOB TRAINING PARTNERSHIP DIVISION, DATE: OCTOBER 21, 1996  
EMPLOYMENT DEVELOPMENT DEPARTMENT

FROM: STEVE ARCELONA 

SUBJECT: SAN FRANCISCO'S PY'95 ANNUAL JTPA REPORT TO THE GOVERNOR (IN  
ACCORDANCE WITH THE OUTLINE IN "JTPA DIRECTIVE NO. D96-2")

**"I. Information required by section 104 (b)(13) of the Act:**

**"A. Descriptions of the activities conducted during Program Year 1995 in:**

**"1. the JTPA Title IIA (77%-Basic Adult Year-Round Training) Program":**

While a proposed rescission of some of the PY'95 monies (which were appropriated in October of 1994) was still pending, the Private Industry Council and the Mayor of the City and County of San Francisco concurrently approved a PY'95 Modification to San Francisco's PY'94-'95 Job Training Plan in mid-April of 1995 based on the sum of the amount that the EDD/JTPD had announced would be allocated to San Francisco for the PY'95 JTPA Title IIA (77%) Subpart of that Plan in accordance with the statutory formula and of the PIC Staff's estimates of the amount of unexpended PY'94 JTPA Title IIA (77%) monies that would probably be carried-over into PY'95.

That approved Subpart Plan included 29 discrete budget accounts, among which were authorizations for representatives of the PIC Staff to begin negotiations with representatives of twenty organizations for a like number of "Prime PY'95 Subcontracts". While the PY'95 budget for this subpart account represented a 23% increase over its PY'94 budget, both the enrollment and occupational goals for the subpart remained essentially unchanged from those adopted in PY'94.

At least 80% of the eligible adults to be served in this subpart program during PY'95 were still expected to meet the statutory criteria for "hard-to-serve" (89% of those actually served in PY'94 met those criteria), 52% were expected to be females (50% of those actually served in PY'94 were females), 90% were expected to be "African Americans", "Asians and Pacific Islanders", and "Hispanics" (78% were in PY'94), 30% were expected to be "Public Assistance Recipients" (40% were in PY'94), 30% were expected to have "Limited English Proficiencies" (27% did in PY'94), and, with respect to occupations for which training would be offered, there would be relatively fewer clerical training opportunities offered because of a projected slackening in demand for candidates possessing those particular skills.

At the end of July of 1995, federal legislation was enacted rescinding some of the JTPA Title IIA (77%) monies allocated to San Francisco earlier and, by mid-September, revised budgets for this plan subpart (constituting a 9.3% reduction) and for each of the 29 accounts within it were approved by the Council and the Mayor for the remaining three quarters of PY'95.

While none of the "Prime Subcontractors" selected for this subpart earlier had to be completely eliminated, the overall enrollment and occupational goals adopted for it earlier were basically retained with some frequently difficult budget reductions of more than 9.3% (since only nine months of PY'95 remained to absorb them) and in the scales of services.



## **"2. the JTPA Title IIA (5%-Older Worker Program)":**

As was the case for the JTPA Title IIA (77%) Subpart, the budget for this 1995 Subpart was concurrently approved in mid-April based on a formula allocation derived from the October 1994 appropriation of PY'95 monies, a possible rescission of some of those monies was still pending, and, in mid-September, the budget for that subpart was reduced by 11.46% based on the late-July rescission of some of the monies appropriated and allocated for it.

As a result of that budget reduction, the amount set-aside for a required "Joint JTPA-SCSEP Projects" with one of two "Senior Community Services Employment Programs" in San Francisco operating under an *Older Americans Act* Title V Contract with the U.S. Department of Labor had to be reduced by almost 50%. Because FFY'95 monies originally appropriated for that SCSEP were also rescinded, this imperiled negotiations of that particular collaborative agreement and operation of the program that would have been authorized by it during the remainder of PY'95. Several months later, San Francisco was notified that it would be receiving "approximately \$50,000 of reallocated excess unspent PY'94 monies" from other SDAs in the State and that reallocation, while available for only the last half of PY'95, offset the earlier allocation reduction due to the rescission.

## **3. the 1995 and 1996 JTPA Title IIB (Summer Youth Employment and Training Programs):**

When the initial plan for the 1995 SYETP Subpart was approved by the Council and the Mayor in mid-April of 1995, a proposed rescission of all monies that had been appropriated for it in October of 1993 was still pending in Congress and, unlike other monies that were appropriated earlier for PY'95, these monies were already obligated in PIC Subcontracts and were already being spent at a very significant rate. Written assurances received from both the U.S. Department of Labor and the EDD/JTPD promising to indemnify SDA Administrative Entities for any expenditures actually incurred before such a rescission, should it have been enacted, were essential to the continued scheduled development of this subpart program.

Despite these uncertainties, San Francisco's 1995 SYETP was successfully developed, implemented, and conducted on a timely basis with few other problems. When compared with the development and implementation of an SYETP for the summer of 1996 in late-PY'95, implementation of the 1995 SYETP seems, in retrospect, to have been a "cake walk"!

When the initial plan for the 1996 SYETP Subpart of San Francisco's PY'96-'97 Job Training Plan was developed and approved by the Council and the Mayor in mid-April of 1996 (or, in late-PY'95), none of the proposed FFY'96 appropriations had been enacted for any PY'96 JTPA Program and there was no proposed appropriation for a 1996 SYETP being publicly considered by either house of Congress. Therefore, a "tentative 1996 SYETP Subpart Plan", based on a hypothetical appropriation and formula allocation of 1996 SYETP monies, was approved by the Council and the Mayor by the statutory date of April 12th, was submitted to the Governor on April 19th, and, despite the significant financial risks to San Francisco's Partnership, development and implementation of a 1996 SYETP and of two additional summer youth programs which were anticipated to be needed were already underway.

Despite the requirements of section 105 (b) of the Act, neither that 1996 SYETP Subpart Plan nor the subsequent modification to it incorporating the actual dollars that were subsequently appropriated and allocated has been either approved or disapproved by the EDD on behalf of the Governor; it has, however, already been implemented and completed.

## **"4. the JTPA Title IIC (82%-Basic Youth Year-Round Training) Program":**

While a proposed rescission of these monies was also pending when the Council and the Mayor approved the PY'95 Modification to San Francisco's PY'94-'95 Job Training Plan,

another rescission of about a third of them was quietly enacted about that same date in a separate defense-related piece of legislation. News of that rescission was not received until after the concurrently-approved PY'95 Modification to San Francisco's PY'94-'95 Job Training Plan had already been submitted to the Governor.

The initial JTPA Title IIC (82%) Subpart of that Plan Modification included 26 discrete budget accounts, among which were authorizations for representatives of the PIC Staff to begin negotiations with representatives of 19 organizations for a like number of "Prime PY'95 Subcontracts". While the initial PY'95 budget for this subpart account represented a four percent increase over its PY'94 budget, both the enrollment and occupational goals for the subpart remained essentially unchanged from those adopted in PY'94.

At least 80% of the eligible youths to be served in this subpart program during PY'95 were still expected to meet the statutory criteria for "hard-to-serve" (97% of those actually served in PY'94 met those criteria), 48% were expected to be females (53% were in PY'94), 90% were expected to be either "African Americans, Asians-Pacific Islanders, and Hispanics" (90% were in PY'94), 30% were expected to be "Public Assistance Recipients" (34% were in PY'94), 30% were expected to have "Limited English Proficiencies" (26% did in PY'94), and, with respect to occupations for which training would be offered, there would be relatively fewer clerical training opportunities offered because of a projected slackening in demand for candidates possessing those skills.

At the end of July of 1995, federal legislation was enacted rescinding some additional PY'95 JTPA Title IIC (82%) monies that had been allocated to San Francisco earlier and, by mid-September, revised budgets for this plan subpart (constituting, in combination with the first of the two rescissions that had been enacted since the PY'95 Modification had been adopted in mid-April, an extraordinary 74.5% reduction) were approved by the Council and the Mayor.

Unlike the relative proportional absorption of the effects of the rescission within the JTPA Title IIA (77%) Subpart, the absorption of the effects of both rescissions within the JTPA Title IIC (82%) Subpart was devastating. While the total number of discrete budget accounts was only reduced from 26 to 24, the only purpose for fourteen of those remaining 24 budget accounts was to cover expenditures that had already been incurred during the months of July and August in prematurely-terminated "Prime Subcontracts". Of the 19 "Prime Subcontracts" originally approved for entire period of PY'95 under this subpart plan, only four remained and, of them, two remained only for the completion of training for eleven participants who, by mid-September, were midway through their training courses.

All expectations for achieving any of the enrollment or occupational goals that were originally established for this subpart plan had to be completely abandoned as a result of these devastating reductions in the PY'95 budgets and as a result of the subsequent doubts instilled by the lack of federal policies with respect to any PY'96 appropriations.

Because, by January of 1996, there were still no *bona fide* proposals for appropriating any monies for 1996 JTPA Title IIB (SYETPs), \$300,000 of approximately \$360,000 of 1995 SYETP monies that remained unspent and that would have otherwise been used to develop the 1996 SYETP were transferred to the JTPA Title IIC (82%) Subpart Account for the remaining six months of PY'95. Since it took almost two months for the policy decisions approving that transfer to be executed, the benefits of those additional resources were lost.

#### **"5. the JTPA Titles IIA-IIC (5%-Incentive) Program":**

Until PY'95, announcements of all JTPA Titles IIA-IIC (5%-Incentive) Awards were customarily not made until between six and nine months (i.e., in the period from January to March) following the end of the Program Year in which performance rendered served as their bases. As a consequence, it had become the practice in San Francisco to treat incentive awards as

new allocations (which were normally announced in the period between March and May) for the subsequent Program Year and to incorporate them into the Plan or Plan Modification that was being developed for it. Thus, the initial plan for this subpart of the PY'95 Modification of San Francisco's PY'94-'95 Job Training Plan was based on PY'93 monies that were estimated to still be available at the beginning of PY'95 and on all of the PY'94 incentive award that was announced in January of 1995.

Unexpectedly, the PY'95 incentive awards (i.e., for performance rendered in PY'94) were announced very early in December of 1995 and, while there was an intention to commit them as soon as possible, the continuing disruptions caused by the rescissions of PY'95 monies, by the absences of any appropriations of PY'96 monies, and by the two sets of JTPA Title III "rapid response services" for federal employees in San Francisco's regional offices who were furloughed frustrated those intentions. Instead, those PY'95 incentive monies were incorporated into San Francisco's initial Job Training Plan for PY'96-'97 that was approved by the Council and the Mayor in mid-April of 1996.

#### **"6. the four JTPA Titles IIA-IIC (8%-SECG) Projects":**

The following JTPA Titles IIA-IIC (8%-SECG) Projects were conducted during PY'95:

- a. A JTPA Titles IIA-IIC (8%-GAIN) Project with two PIC Subcontractors providing basic remedial educational and selected job training, development, and placement services to GAIN Participants referred to the PIC by the San Francisco Department of Social Services (now renamed the Department of Human Services). While the July 1995 rescissions of PY'95 Titles IIA and IIC monies had a minor, but manageable, effect on the two subcontracts in this subpart, the change in overall GAIN strategy by the State and San Francisco Departments of Social Services midway through PY'95, which was not communicated to the PIC or its subcontractors until several months after it had been implemented, had a much more pronounced effect on the overall project and its two subcontracts.
- b. Three JTPA Titles IIA-IIC (8%-School-to-Work) Projects (all of which were unaffected by the rescissions) that were continued from PY'94 for:
  - (i) selected "academy projects" conducted by the San Francisco Unified School District;
  - (ii) a carpentry and cabinet making project conducted by Asian Neighborhood Design (a community based organization) and the SFUSD; and
  - (iii) a licensed vocational nurse program conducted by Jewish Vocational Service (a community based organization) and the City College of San Francisco for refugees from the former Soviet Union with health practitioner skills.

#### **7. the JTPA Title IIIA (60%-Formula) Program:**

The portion of this subpart's overall budget that was initially set aside for "long-term unemployed, homeless persons" for individual referral programs through five different "Prime PIC Subcontractors" was reduced from about 50% (in PY'94) to about 33%, the remainder was reserved for the completion of individual referral subcontracts for other "dislocated workers" that were carried-over from PY'94, and, to the extent they remained available, for the development and execution of new individual referral subcontracts for other workers who were or would be dislocated after the start of PY'95.

By September of 1995, all available PY'94 and PY'95 JTPA Title IIIA (60%-Formula) monies were completely obligated. This meant that, except for the following three limited-purpose JTPA Title IIIA (40%) Projects, there were no immediately-available JTPA Title IIIA funds for any additional WARN Notices that were issued during the remainder of PY'95.

However, in December of 1995, the PIC was notified that approximately \$49,000 of "reallotted excess unspent PY'94 JTPA Title IIIA funds from other states" was going to be "unilaterally modified" into San Francisco's PY'95 JTPA Title IIIA (60%-Formula) Subgrant immediately; while those monies were eventually drawn-down and expended before the end of PY'95, the modified subgrant containing them was not received until July of 1995, after the end of PY'95. As far as can be determined, "excess unspent PY'94 JTPA Title IIIA funds of other California SDAs" were never "reallocated" but the reason for that was never explained.

In the last few months of PY'95, it became apparent that liquidations of some of the PIC's individual referral subcontract obligations originally scheduled to occur after the start of PY'96 could be advanced to the end of PY'95 and the PIC offered to do so if it would assist the EDD/JTPD in meeting its expenditure obligations for PY'95 under section 303 of the Act. The PIC and the State agreed to a plan modification increasing that allocation by \$100,000 and, even though that plan modification has apparently still not been approved by the Governor, the subgrant was modified unilaterally by the EDD/JTPD and the monies authorized in it were drawn and expended by the PIC and its subcontractors in June of 1995.

**8. the two JTPA Title IIIA (40%) Projects authorized under section 302 (c)(1)(E) of the Act:**

During PY'95, the following two dislocated workers retraining projects were carried-over from PY'94 and continued:

- a. The JTPA Title IIIA (40%-Presidio Army Base) Project, which was originally begun as a JTPA Title IIIB (DCA-Presidio Army Base) Project in PY'92, was continued during PY'95 to complete the retraining of some of the remaining former employees of that base (which closed in September of 1995) and to initiate retraining plans and programs for employees and former employees of two other military installations in San Francisco (i.e., the Treasure Island Naval Station and its annex, the Hunters Point Naval Shipyard) that have since been scheduled for closure (both, it now appears, by September of 1997). While apparently still not approved or disapproved by the Governor, the plan and the subgrant agreements for this project were modified at the end of PY'95:
  1. to change its name to the JTPA Title IIIA (40%-Base Closure) Project;
  2. to extend its expiration date from June 30th of 1996 to June 30th of 1997; and
  3. to add \$50,000 of PY'95 monies and \$100,000 of PY'96 monies to the project.
- b. The JTPA Title IIIA (40%-La Conexión Familiar-Sprint and Unocal 76) Project to complete, within the first two quarters of PY'95, the retraining programs for about a half dozen participating dislocated workers who were carried-over from PY'94.

**9. the JTPA Title IIIA (40%) Project authorized under section 302 (c)(1)(C) of the Act:**

This was the only Subpart of San Francisco's PY'95 Job Training Plan that remained relatively stable throughout the program year. With the resources provided in it, the PIC and EDD Field Office Staffs continued to provide joint "rapid response" services to employers and employees experiencing WARN Notice or other related situations (e.g., less-than-mass layoffs, base closures, etc.) and to develop various elements of San Francisco's One-Stop Employment and Training *System* and of the San Francisco Career Link *Center*, one of the "first steps into that one-stop *system*".

**"B. Characteristics of participants":**

Please refer to **Attachment 1** of this report.



## C. "Information on extents to which applicable performance standards were met":

Performance Measure	Act. Performance	Std. /a.	Std. Met?	Std. /b.	Std. Met?
<b>JTPA Title IIA (77%-Basic Adult Year-Round Training) Program:</b>					
Follow-up Employment Rate	60.00%	62.01%	No	61.08%	No
Follow-up Weekly Earnings	\$344.00	\$269.21	Yes	\$269.21	Yes
Welfare Follow-up Employment Rate	59.80%	52.71%	Yes	51.92%	Yes
Welfare Follow-up Weekly Earnings	\$366.00	\$255.75	Yes	\$255.75	Yes
Employer Assisted Benefits /c.	54.93%	37.00%	Yes	37.00%	Yes
<b>JTPA Title IIA (5%-Older Workers Program):</b>					
Entered Employment Rate	74.59%	52.49%	Yes	52.49%	Yes
Average Hourly Wage at Place.	\$6.77	\$5.13	Yes	\$5.13	Yes
<b>JTPA Title IIC (82%-Basic Youth Year-Round Training) Program:</b>					
Entered Employment Rate	55.73%	56.10%	No	54.52%	Yes
Employability Enhancement Rate	45.04%	21.88%	Yes	21.88%	Yes
Model Out-of-School Program /d.	47.69%	60.00%	No	60.00%	No
<b>JTPA Title IIIA (60%-Formula) Program:</b>					
Entered Employment Rate	59.16%	54.62%	Yes	53.09%	Yes
Average Hourly Wage at Place.	\$9.82	\$9.20	Yes	\$9.20	Yes
<p>/a. Except for the "Employer-Assisted Benefits" and the "Model Out-of-School Program" measures, all standards displayed in this column are the PY'95 values specified by the Secretary of Labor adjusted by the authorized multiple regression model which, among other "local factors", includes an official annual average unemployment rate of <u>6.1%</u> for the City and County of San Francisco from the State's calendar year 1995 "Local Area Unemployment Statistics" (LAUS or LSE) database, one of two sets of "latest available data".</p> <p>/b. Except for the "Employer-Assisted Benefits" and the "Model Out-of-School Program" measures, all standards displayed in this column are the PY'95 values specified by the Secretary of Labor adjusted by the authorized multiple regression model which, among other "local factors", includes an official annual average unemployment rate of <u>7.9%</u> for the City and County of San Francisco from the federal calendar year 1994 "Current Population Survey" (CPS), the other set of "latest available data". It is still not known when the Labor Department's Bureau of Labor Statistics will publish CPS data for calendar year 1995.</p> <p>/c. Displayed are the actual and standard percentages of the total numbers of trainees from this program who were placed in jobs in which the employer pays some or all of the health insurance premiums. However, in addition to meeting and exceeding this standard specified by the Governor, at least 65% of all participants enrolled must have met the "hard-to-serve" criteria specified in the Act and all four of the standards specified by the Secretary of Labor for this subpart program must have also been met and exceeded to qualify for this particular incentive award. While 88% of all participants enrolled in this PY'95 program met the "hard-to-serve" criteria, only three of the Secretary's standards appear to have been met and exceeded.</p> <p>/d. Displayed are the actual and standard percentages of the total numbers of "out-of-school youths" who were placed in unsubsidized employment with "<u>employability enhancements</u>" during PY'95. In addition to meeting and exceeding this standard specified by the Governor, at least 65% of all participants enrolled must have met the "hard-to-serve" criteria specified in the Act, at least 50% of all participants served must have been "out-of-school", and both standards specified by the Secretary of Labor for this program must have also been met and exceeded to qualify for this particular incentive award. While 96% of all participants enrolled in this PY'95 program met the "hard-to-serve" criteria, while between 85% and 91% of all participants enrolled in this PY'95 program were "out-of-school youths", achievement of both of the Secretary's model-adjusted standards will depend on the "latest available" unemployment rate (refer to footnotes /a. and /b.) or to other "adjustments beyond the model" that were requested on June 30th of 1995.</p>					

## D. "Information on the extent to which the goals for training and training-related placements of women in non-traditional occupations and apprenticeships were met"

# 1. Information requested in "Attachment A to JTPA Directive No. D96-2":

Stratified Measures	Title II		Title III	
	PY'94	PY'95	PY'94	PY'95
No. Women Terminated (or, "Trained in All Occupations")	536	537	316	287
Min. No. Women Trained in Nontraditional Occupations <u>a.</u>	33	26	12	9
No. Women Placed in All Occupations	296	277	183	168
No. Women Placed in Nontraditional Occupations <u>a.</u>	41	34	16	24
No. Women Apprenticed	NA	NA	NA	NA
Percent of All Women Trained in Nontraditional Occupations	6.2%	4.9%	3.8%	3.1%
Percent of All Women Placed in Nontraditional Occupations	13.9%	12.3%	8.7%	14.3%
Percent of All Women Placed Who Were Apprenticed	NA	NA	NA	NA
Compared to Prior PY, No. Trained in Nontraditional Occupations	+94%	-21%	+300%	-25%
Compared to Prior PY, No. Placed in Nontraditional Occupations	+57%	-17%	+128%	+50%
Compared to Prior PY, No. Apprenticed	NA	NA	NA	NA
<u>a.</u> For both PY'95 and PY'94, the "Minimum Numbers of Women Trained in Nontraditional Occupations" (which are not readily and reliably available in the database) were determined by identifying the occupation in which training was provided for each of the "Women Placed in Nontraditional Occupations" (which are readily and reliably available in the database). There is reason to believe that additional women were trained (but not placed) in nontraditional occupations but those data are not readily available.				

# 2. Information requested in "Attachment B to JTPA Directive No. D96-2":

- a. "Describe efforts to increase awareness among participants, staff, and community."

This PIC's March 1994 Request For Proposals (RFP) explicitly solicited proposals to train women in nontraditional occupations:

- In the section on *targeted eligibles*, the RFP sought "innovative proposals to serve three emphasis groups including, 'For eligible women, programs providing skill training in occupations considered to be 'non-traditional for women' (i.e., occupations in which women currently account for 25% or less of the job holders)". An attachment to the RFP contained a listing of all "Nontraditional Jobs for Women" citing national, state and Bay Area data provided by the EDD/LMID.
- In the section on proposal *selection criteria*, the RFP awarded up to 25 (of 100) points on the basis of "the extents to which services proposed to be provided to the emphasis groups ("Hard To Serve" Adults or Youths, Homeless, Women in Non-traditional jobs, etc.) are comprehensive and consistent with the special needs of that population and with the law..."

Prospective participants' interests in programs offering training in nontraditional occupations are generally revealed during their initial assessment sessions or by their responses to the targeted recruitment efforts of the PIC and of its subcontractors. All orientation and "rapid response" sessions presented by representatives of the PIC, of the EDD/JSD Field Offices, or of the PIC's Subcontractors include specific reference to the availability of nontraditional occupational training and retraining for women.

- b. "What programs do you coordinate with internally and externally?"

The PIC coordinates with all programs in the City and County of San Francisco, in the Bay Area, in the State, and, in some cases, in other states that are designed to enhance employabilities and to train individuals for specific skills that are currently in demand.

- c. "Do you have an advisory team or focus group to address (nontraditional occupations and) related issues?"

No. However, issues related to nontraditional employment and training for women have been and will continue to be addressed by Private Industry Council, by its committees, by the Committee of Contracting Agencies (CCA), and by the advisory and governing boards of most PIC Subcontractors.

- d. "Are specific funds committed to (nontraditional) programs in your SDA?"

As described in section I.D.2.a. of this report, the PIC's March 1994 RFP specifically solicited proposals to offer training in nontraditional occupations for women and it offered added weight in the selection criteria to proposals that were "comprehensive and consistent with the special needs of that population and with the law...". While a number of proposed subcontracts were selected because of their clear and well-conceived emphases on offering training for women in nontraditional occupations, none were selected on that criterion alone and no funds were specifically set aside for just those kinds of programs.

- e. "Is staff development and curriculum free of bias that steers toward traditional work?"

All personnel of the PIC and its Subcontractors are actively encouraged to participate in the PIC's continuous improvement skills training and upgrading supported with JTPA Titles II and III and Community Development Block Grant (CDBG) "capacity building" funds and all curricula are periodically reviewed to ensure that they are free of "traditional biases".

- f. "Do assessment tools identify interest in and aptitude for nontraditional employment?"

Yes, assessment tools used by the PIC, by the Career Link Center, by the Refugee Central Intake Point, and other subcontractors in San Francisco's Employment and Training System are specifically designed to identify female applicants' interests in and aptitudes for nontraditional occupations.

- g. "Does training include physical conditioning, basic math and science, or tool identification?"

PIC Subcontractors generally provide training in basic vocabulary, reading, and math skills along with tool and machine identification. One particular subcontractor offers training in science skills at they relate to the graphic arts field.

- h. "Is counseling provided on sexual harassment and isolation issues?"

Counseling performed by subcontractors includes such issues where it is appropriate to do so. In addition, the PIC's Personnel Manager (in charge of local capacity building) is considering annual training sessions on sexual harassment and related topics.

- i. "Are mentoring, support groups, work apparel, child care, and transportation available?"

The "STEP" program for "potential school dropouts" relies on a mentoring program for its primary benefits, although the objective of that program is primarily to keep them in school. In all other JTPA programs, the PIC routinely pays for childcare and transportation. Where appropriate, the PIC will also provide tools or uniforms or books, etc. as needed.

j. "Are employers involved in (nontraditional) curriculum development and work site training efforts?"

Most of the PIC's subcontractors, if they are not private sector employers, have employer advisory committees with whom they consult on the development and implementation of curricula and job market assessments. In those subcontracts where nontraditional training takes place, employers are similarly involved as either advisors or collaborators.

k. "Are (nontraditional occupational) specifications included in service provider contracts?"

General non-discrimination language is included in all PIC subcontracts. If the subcontractor is offering training in specific occupations that are not traditionally associated with women, the subcontracts are very specific. Otherwise, there are generally no specific clauses or specifications included in all subcontracts that refer specifically to nontraditional occupations.

E. "A statistical breakdown of women trained and placed in non-traditional occupations, including information regarding:

"1.The types of training received, by occupation:

"2.Whether the participant was placed in a job or apprenticeship, and, if so, the occupation or wage at placement:

"3.The age of the participant:

"4.The race (or ethnicity) of the participant; and

"5.The continued employment of women participants in non-traditional occupations":

Please refer to **Attachment 2** to this report for a listing of all 58 placements of women in nontraditional occupations and of other requested data recorded in all PY'95 JTPA Titles II and III Programs.

**"II. Additional information requested by 'JTPA Directive No. D96-2'":**

**"A.Highlights of activities that were especially effective in reaching, serving, and linking special target populations (e.g., GAIN Participants, older workers, teen parents, offenders, non-college bound youths, etc.):"**

Please refer to **section I.A.** of this report for summary descriptions of the planned and the actual activities and of other significant events that occurred during PY'95.

Because of the rescissions, of the delayed appropriations, of the generally futile efforts to develop and enact new authorizing legislation at the federal and State levels, and of the resulting confusion, achievements during PY'95 of practically any of the enrollment goals that were established beforehand by the Council and the Mayor were generally purely coincidental.

Nevertheless, the proportions of "hard-to-serve, economically disadvantaged" adults and youths who were actually recruited, enrolled, and served during PY'95 continued to exceed all local expectations (which, in and of themselves, far exceeded the minimum federal criteria) and the numbers of "economically disadvantaged older individuals" and of "long-term unemployed homeless individuals" also exceeded local expectations.



Another proposal to eliminate the federal requirements establishing (what for some SDAs such as San Francisco) is an artificially high "minimum subsidized wage for youths in on-the-job training programs" (a training technology that is particularly appropriate and effective for "economically disadvantaged, out-of-school, hard-to-serve youths") was submitted to the Governor in May of 1996. While adopted by the EDD on behalf of the Governor and forwarded to the Secretary of Labor in July, the fate of that proposal remains unknown as of the date of this report.

**"B.Outstanding examples of interagency coordination and cooperation (e.g., linkages with agencies such as the California Conservation Corps, the Job Corps, labor organizations, educational agencies, public housing groups, local community services groups, etc.):"**

The PIC continued to plan, develop, administer, and, with its subcontractors, implement the Refugee Employment Social Services (RESS) Program and the Refugee Targeted Assistance Program (RTAP) as integral elements of San Francisco's "One-Stop Employment and Training System" under the "San Francisco Partnership Agreement" with the Mayor, contractual agreements with the State's Department of Social Services, and non-financial agreements with San Francisco's Department of Human Services.

The PIC continued to plan, develop, administer, and, in collaboration with representatives of the private sector (including representatives of the Committee on Jobs and the Small Business Network), of the EDD Field Offices, of the San Francisco Unified School District, of the Mayor's Office of Children, Youth, and Families, and of the Youth Employment Coalition, implement the Jobs For Youth Program, one of the "first steps" into San Francisco's "One-Stop Employment and Training System", especially for employers.

The PIC continued to plan, develop, administer, and, in collaboration with representatives of the City College of San Francisco, the EDD Field Offices, and the San Francisco Department of Human Services, implement the San Francisco Career Link Center, another one of the "first steps" into San Francisco's "One-Stop Employment and Training System", especially for those seeking educational, training, or job placement services.

At the beginning of PY'95, the Career Link Center and the PIC both moved into the same building occupied by one of the two Field Offices of the EDD's Job Services Division (EDD/JSD).

In collaboration with both EDD Field Offices, the PIC continued to plan, develop, administer, and implement all of the activities and programs described in their "Coordinated Services Strategy".

In collaboration with the City College of San Francisco, the PIC continued to plan, develop, administer, and implement all of the activities and programs described in their "Memorandum of Understanding".

In collaboration with the San Francisco Department of Human Services, the PIC continued to plan, develop, administer, and implement all of the activities and programs described in their "Memorandum of Understanding".

In collaboration with the San Francisco Unified School District, the PIC continued to plan, develop, administer, and implement all of the activities and programs described in their "Memorandum of Understanding".

The PIC assumed new responsibilities for planning, developing, administering, and, with its new subcontractors and the Council on Homelessness, implementing the "Homeless Employment Collaborative" elements of San Francisco's "One-Stop Employment and Training System" and its "Supportive Housing Program".

The PIC also assumed new responsibilities for planning, developing, raising approximately \$375,000 from over 150 private donors (i.e., individuals, businesses, corporations, and foundations), administering, and, in collaboration with each of those donors, New Ways Workers, and the PIC's fourteen SYETP Subcontractors, implementing the "Say Yes (Youth Employment for the Summer)" Program to supplement the 1996 JTPA Title IIB (Summer Youth Employment and Training Program). Please refer to the subsequent **section II.E.** of this report for more details.

The PIC also assumed new responsibilities for planning, developing, administering, and, in collaboration with the Mayor's Office of Community Development, the San Francisco Housing Authority, the San Francisco Unified School District, and the other thirteen of the PIC's SYETP Subcontractors, implementing a "Housing Authority Summer Youth Program" (HASYP) to supplement the 1996 JTPA Title IIB (Summer Youth Employment and Training Program). This program was financed with \$565,000 of Community Development Block Grant monies.

Senior Representatives of the PIC and of the Council continue to participate actively:

1. as the City's Representative to the U.S. Department of Labor for the new Job Corps Center being developed and constructed on Treasure Island;
2. as one of about a dozen representatives of California SDAs on the EDD/JTPD's Advisory Committee;
3. on the City's federally-designated Enterprise Community Governing Board;
4. on the Boards of Directors of several SBA-Certified Development Corporations;
5. on the United Way of the Bay Area's Leadership Council;
6. on the City's Human Services Cluster;
7. on the City's Welfare Reform Task Force;
8. on the City's GAIN Task Force;
9. on the City's Interdepartmental Work Group;
10. on the City's Data Integration Project Work Group;
11. on the City's State-designated Enterprise Zone coordination committee;
12. in the City's "Economic Summit", its "Health Summit", and its "Youth Summit" and on the working groups and task forces that have been formed as a result of those summits; and
13. in San Francisco Chamber of Commerce activities.

Along with the City College of San Francisco, the San Francisco Conservation Corps, the San Francisco Housing Authority, the San Francisco Unified School District, the PIC co-sponsored approximately a half dozen proposals or applications for "School-to-Work", "Out-of-School Youth", or combination projects or programs and, so far, three have been selected.

**"C.Highlights of activities that were especially effective in demonstrating new or innovative service delivery methods":**

The PIC continued to plan, develop, administer, and, on an expanded scale, implement San Francisco's "One-Stop Employment and Training System" based on:

1. over 500 subcontracts (each averaging approximately three participants, some of which are group-based and most of which are "customized" for each participant and each employer);
2. a "no wrong door" approach (i.e., access to any part of the system may be obtained through the PIC, any subcontractors, or any other agencies conducting programs in the system); and
3. the following three specialized "One-Stop Centers", or "First Steps" into, that system:
  4. the Jobs For Youth Program offering:
    - a. San Francisco employers secure job listings and promptly screened referrals of San Francisco candidates between 16 and 24 years of age; and
    - b. offering San Franciscans between the ages of 16 and 24 and community based organizations serving them access to private sector job opportunities and labor exchange services connecting them that would otherwise not be available;
  5. the San Francisco Career Link Center offering comprehensive assessment services to any applicants unable to secure them elsewhere with immediate referrals to any educational, training, or labor exchange services in San Francisco's "One-Stop Employment and Training System" or elsewhere that are appropriate; and
  6. the Central Intake Point offering statutory refugees from around the world being initially resettled in the City and County of San Francisco assessment services with immediate referrals to any educational, training, or labor exchange services in San Francisco's "One-Stop Employment and Training System" or elsewhere that are appropriate.

**"D. Highlights of activities that were especially effective in demonstrating recent job training initiatives such as one-stop career centers, academic enrichment, development of workplace competencies based on the Secretary's Commission on Achieving Necessary Skills (SCANS) Report, school-to-work activities, career academies, and linkages with Title III and IV Programs":**

Although there are potentially significant inconsistencies with the State's evolving "One-Stop Career Center System Vision Statement" of December 1995 and its August 1996 application to the U.S. Department of Labor for a grant to implement that vision, it is still believed that the three "One-Stop Centers" and the "One-Stop Employment and Training System" described in sections II.A., II.B., and II.C. of this report not only demonstrate an approach that is more appropriate for the City and County of San Francisco but an approach that will generally be more appropriate for any large, densely and diversely populated, inner city urban area.

Although significant differences appear to remain between what representatives of the EDD's Compliance Review Division now seem to think is an appropriate "employment competencies system" and what the Private Industry Council of San Francisco has deemed to be an appropriate "employment competencies system" (the positions of the EDD's Job Training Partnership Division and the EDD in this dispute remain unknown), the PIC believes that the system that has been used and continues to be improved in San Francisco's "One-Stop Employment and Training System" is the most appropriate approach at present.

During PY'95, the PIC, in collaboration with the San Francisco Unified School District, continued to plan, develop, administer, implement, and periodically evaluate San Francisco's long-term "Summer Education and Training Program" (STEP) and its locally-financed "Mini-STEP" companion. These two programs, targeted on middle school students who have been identified as being at extreme risk of becoming "school dropouts" either before they complete middle school or just after they enter senior high school, features at least two summers of subsidized employment and structured academic enrichment with intense mentoring and counseling during

the school years between those summers. Now entering their eighth and sixth years respectively, participants in both STEP and Mini-STEP are provided mentoring and counseling services until they graduate from high school.

During PY'95, the PIC, in collaboration with Asian Neighborhood Design, the City College of San Francisco, the State Department of Education, Jewish Vocational Service, the Academy of Finance and John O'Connell Vocational High School of the San Francisco Unified School District, and the University of California at San Francisco Mt. Zion Medical Center, continued conducting "school-to-work" projects under three JTPA Titles IIA-IIC (8%-SECG) cooperative agreements.

While almost all of the goals and objectives established for each of those three relatively small projects have been successfully accomplished, it remains very unclear:

7. if either the federal "school-to-work" or the State "school-to-career" policy initiatives will ever come close to achieving the promised "systemic change to the educational system" with such minuscule efforts;
8. if either "school-to-work" or "school-to-career" initiatives will ever reach a significant proportion of all students, or even just public school "students", for whom better integration of academic and career planning is desperately needed; and
9. if either "school-to-work" or "school-to-career" initiatives will ever replace other initiatives (e.g., JTPA Titles IIC and IIB, etc.) and reach any significant numbers of "out-of-school youths", regardless of whether they are "school dropouts" or young persons with high school diplomas but without any specific plans to continue their formal educations.

**"E.Highlights of activities that were especially effective in reducing duplication, promoting the sharing of information, and/or leveraging additional funding for program activities (e.g., linkages with the EduCard program, entrepreneurial training, microenterprise programs, etc.):"**

As described in sections I.A.3., II.B., and elsewhere in this report, the very existence of, not to mention planning or development for, any kind of subsidized job creation effort for San Francisco's youths during the summer of 1996 was in complete doubt until mid-April of 1996, a date by which the processing of job applications and the negotiations of all work site agreements are usually well underway, if not completed.

On April 12th [the latest date permitted by sections 103 (d) and 105 (a) of the Act for the Controlling Partners to approve SDA Job Training Plans]:

1. the Private Industry Council and the Mayor approved a San Francisco PY'96-'97 Job Training Plan which authorized and directed representatives of the PIC to proceed immediately with the development and implementation of a 1996 JTPA Title IIB Summer Youth Employment and Training Program (SYETP), based on a hypothetical allocation of such monies and despite the fact that there were no *bona fide* proposals being considered by Congress to appropriate any such monies; and
2. despite the fact that no FFY'96 appropriations had been enacted for any PY'96 JTPA Program (including the 1996 SYETP), the Secretary of Labor notified all governors that the U.S. Department of Labor was providing them with authority to obligate unidentified monies for their state governments and for SDA Administrative Entities in those states to proceed with the planning, development, and implementation of 1996 SYETPs [this communication was never shared with California SDA Administrators by the EDD/JTPD, the formula amounts of 1996 SYETP monies were not announced until May 3rd based on the appropriations that were finally enacted on or about April 27th, and authorities to obligate and expend those monies have still not been received].

Between late-April and late-June (when the first of San Francisco's 1996 Summer Youth Programs began):

3. the initially-approved plan for the 1996 SYETP Subpart was completed, San Francisco's PY'96-'97 Job Training Plan was modified, and that modified Plan subsequently approved by the Council and the Mayor and submitted to the Governor;
4. with the support and collaboration of Mayor Brown, Supervisor Yaki, the Committee on Jobs, the Small Business Network, and New Ways Workers, over \$375,000 in pledges were raised from over 150 private donors (i.e., individuals, businesses, corporations, and foundations), a supplemental plan to the SYETP plan was developed along with a subcontract with New Ways Workers (to provide payroll services), and that plan was implemented;
5. the Jobs For Youth Program summer component plan was fortified;
6. an agreement was negotiated and executed between the PIC, the San Francisco Housing Authority, and the Mayor's Office of Community Development for a "Housing Authority Summer Youth Program" (HASYP) to be financed with \$565,000 in Community Development Block Grant monies for youths residing in SFHA developments located primarily in San Francisco's "Enterprise Community";
7. representatives of the MOCED, of the PIC, of the SFHA, and of the San Francisco Unified School District developed a plan to coordinate, to the extent possible, through a "seamless, one-stop recruitment, enrollment, placement, and payroll process":
  - a. the PIC's JTPA Title IIB (SYETP) for which the SFUSD was a major subcontractor;
  - b. the PIC's HASYP;
  - c. the PIC's Say Yes Program;
  - d. the PIC's Jobs For Youth Program; and
  - e. the SFUSD's summer program for youths residing in SFHA developments located outside of San Francisco's "Enterprise Community" to be financed with State "Desegregation Consent Decree" monies;

with the following preliminary results (i.e., data are still subject to change) compared with the 1995 San Francisco Summer Youth Programs:

Components of San Francisco's Summer Youth Program	Summer of 1995 No. Youths Served	Summer of 1996 No. Youths Served
PIC's JTPA Title IIB (SYETP)	2,747	1,856
PIC/SFHA's "HASYP"	0	284
SFUSD/SFHA's Consent Decree SYP	284	278
PIC/NWW's Say Yes Program	0	242
PIC's Jobs For Youth Prog. (Summer Comp.)	258	517
Grand Totals	3,289	3,177

Given the incredibly short amount of time provided for program planning and development and given the extraordinary added complexity of the 1996 summer youth programs, the preliminary results are extremely gratifying.

**"F. Highlights of activities that may prove helpful to other SDAs in delivering programs services (e.g., special activities, demonstration programs, etc.):"**



Representatives of the PIC are unable and unwilling to presume that any of San Francisco's activities or accomplishments would prove to be helpful to any other SDA in California or any other state even if that SDA were similarly situated.

If there is a potential match between advice or assistance that representatives of another SDA or state is requesting and the activities or accomplishments reported here or elsewhere on behalf of San Francisco, representatives of the PIC would be pleased to discuss the potential usefulness of that advice or assistance with representative anyone who is interested.

Would you please let us know precisely how this and other annual reports to the Governor are going to be used and when we can expect to see a summary of them?

Other, more detailed reports on individual programs within San Francisco's "One-Stop Employment and Training System" (with final data, where they are still subject to change in this report) will be issued in the near future; this includes the annual JTPA "Benefit/Cost Report" on each subpart program and each "Prime Subcontractor". In the meantime, please let Raymond Holland or me know if there are any questions or if additional information is needed about any issue addressed in this report.

cc: All Council Members  
 Mayor's and PIC Staffs  
 All PIC Subcontractors  
 Virginia Hamilton/Martha Jacoby, WJTPA  
 Dean Smith, SJTCC  
 Kathy Sage/José Luis Márquez, EDD/OWP  
 Vicki Jonsrud/Scott Winkler, EDD/JTPD  
 Ron Fox, EDD/School to Career Staff  
 Paul Gussman/Mary Ann Goodwin, CDE/EPU  
 Robert Barton/Ernest Lynch, SDSS/RIPB  
 Armando Quiróz, Region IX DOL/ETA

Attachments



## ATTACHMENT 1 (Page 1 of 22)

## PARTICIPANT CHARACTERISTICS SUMMARY

SDA/Grantee Name and Address:

PRIVATE INDUSTRY COUNCIL OF SF  
745 FRANKLIN STREET, SUITE 400  
SAN FRANCISCO  
CA 94102-3117

Subgrantee Code: SFO

SDA Rev No:

Grant Code: 220 IIA 77% ADULT

Report Range: From 07/01/1995 to 06/30/1996

## PARTICIPANT CHARACTERISTICS

Includes Assessed Only

Excludes Assessed Only

Enrolled

Terminated

Terminated

Employed

Total Participants

560

446

446

318

## GENDER

Female

319

249

249

170

Male

241

197

197

148

## AGE

14-15

0

0

0

0

16-17

0

0

0

0

18-21

0

0

0

0

22-29

188

154

154

107

30-44

271

212

212

156

45-54

87

69

69

48

55 and over

14

11

11

7

## RACE/ETHNIC GROUP

American Indian/Alaskan Native

10

8

8

4

Asian/Pacific Islander

120

97

97

74

Black (not Hispanic)

153

122

122

80

Hispanic

126

101

101

82

White (not Hispanic)

151

118

118

78

## EDUCATION STATUS

School Dropout

56

46

46

32

Student

0

0

0

0

High School Grad or Equivalent

267

210

210

148

Post High School

237

190

190

138

College Graduate and Above

109

84

84

63

## WELFARE GRANT &amp; FOOD STAMPS

Total Partic on Welfare Grant

213

165

165

105

AFDC Grant Recipient

89

65

65

40

GA Grant Recipient

104

85

85

58

RCA Grant Recipient

3

2

2

2

SSI/SSP Grant Recipient

17

13

13

5

Food Stamp Recipient/Eligible

221

169

169

114

## FAMILY STATUS

Single Head of House-Dep &lt; 18

112

88

88

60

## UI STATUS

Unemployment Ins Claimant

38

29

29

22

Unemployment Ins Exhaustee

17

14

14

10

## LABOR FORCE STATUS

Employed

80

64

64

44

Unemployed 1-14 of Prior 26 Wks

153

122

122

85

Unempl 15/more of Prior 26 Wks

295

233

233

169

Not in Labor Force

32

27

27

20






## ATTACHMENT 1 (Page 2 of 22)

## PARTICIPANT CHARACTERISTICS SUMMARY

SDA/Grantee Name and Address:	Subgrantee Code:SFO	SDA Rev No:
PRIVATE INDUSTRY COUNCIL OF SF	Grant Code: 220 IIA 77% ADULT	
745 FRANKLIN STREET, SUITE 400	Report Range: From 07/01/1995 to 06/30/1996	
SAN FRANCISCO		
CA 94102-3117		

PARTICIPANT CHARACTERISTICS	Includes Assessed Only		Excludes Assessed Only	
	Enrolled	Terminated	Terminated	Employed
Total Participants	560	446	446	318
VETERAN STATUS				
Total Veterans	46	41	41	30
Vietnam Era Veteran	17	14	14	11
Recently Separated Veteran	4	4	4	3
Disabled Veteran	4	3	3	2
Other Veteran	29	27	27	19
BARRIERS TO EMPLOYMENT				
SDA-Defined Barrier	157	123	123	96
Basic Skills Deficient	370	304	304	221
Below Grade Level	0	0	0	0
Disabled	56	46	46	26
Displaced Homemaker	0	0	0	0
GAIN/JOBS Recipient	9	8	8	2
Homeless	39	29	29	21
Lacks Significant Work History	209	165	165	122
Limited English Proficiency	157	123	123	96
Long Term AFDC Recipient	24	19	19	10
Offender	52	42	42	32
Pregnant/Parenting Youth	0	0	0	0
Reading Skills Below 7th Grade	194	158	158	123
Runaway	0	0	0	0
Substance Abuser	46	36	36	25
ADDITIONAL BARRIER INFORMATION				
Target Group Member	492	392	392	280
Multiple Barriers to Employment	159	128	128	95
Eligible Via 10% Window	4	3	3	3
FINAL REPORT				Y
COMMENTS				

Name	Title	Phone No.	Signature
RAYMOND R. HOLLAND	VICE-PRESIDENT	415-931-7460	
Contact Person	Title	Phone No.	Date Submitted
CLARA L. WONG	MIS MANAGER	415-931-7460	08/15/1996



## ATTACHMENT 1 (Page 3 of 22)

## PARTICIPANT CHARACTERISTICS SUMMARY

SDA/Grantee Name and Address:	Subgrantee Code:SFO	SDA Rev No:
PRIVATE INDUSTRY COUNCIL OF SF	Grant Code: 230 IIA 5% OLDER INDIVIDUAL	
745 FRANKLIN STREET, SUITE 400	Report Range: From 07/01/1995 to 06/30/1996	
SAN FRANCISCO		
CA 94102-3117		


PARTICIPANT CHARACTERISTICS	Includes Assessed Only		Excludes Assessed Only	
	Enrolled	Terminated	Terminated	Employed
Total Participants	133	114	114	85
GENDER				
Female	69	58	58	39
Male	64	56	56	46
AGE				
14-15	0	0	0	0
16-17	0	0	0	0
18-21	0	0	0	0
22-29	0	0	0	0
30-44	0	0	0	0
45-54	0	0	0	0
55 and over	0	0	0	0
	133	114	114	85
RACE/ETHNIC GROUP				
American Indian/Alaskan Native	1	1	1	0
Asian/Pacific Islander	112	100	100	81
Black (not Hispanic)	2	2	2	1
Hispanic	4	1	1	0
White (not Hispanic)	14	10	10	3
EDUCATION STATUS				
School Dropout	68	60	60	54
Student	0	0	0	0
High School Grad or Equivlent	17	13	13	9
Post High School	48	41	41	22
College Graduate and Above	34	29	29	16
WELFARE GRANT & FOOD STAMPS				
Total Partic on Welfare Grant	19	16	16	8
AFDC Grant Recipient	0	0	0	0
GA Grant Recipient	9	6	6	2
RCA Grant Recipient	0	0	0	0
SSI/SSP Grant Recipient	10	10	10	6
Food Stamp Recipient/Eligible	11	7	7	3
FAMILY STATUS				
Single Head of House-Dep < 18	1	1	1	1
UI STATUS				
Unemployment Ins Claimant	12	11	11	8
Unemployment Ins Exhaustee	0	0	0	0
LABOR FORCE STATUS				
Employed	21	18	18	13
Unemployed 1-14 of Prior 26 Wks	33	29	29	21
Unempl 15/more of Prior 26 Wks	65	60	60	46
Not in Labor Force	14	7	7	5



## PARTICIPANT CHARACTERISTICS SUMMARY

SDA/Grantee Name and Address:	Subgrantee Code:SFO	SDA Rev No:
PRIVATE INDUSTRY COUNCIL OF SF	Grant Code: 230 IIA 5% OLDER INDIVIDUAL	
745 FRANKLIN STREET, SUITE 400	Report Range: From 07/01/1995 to 06/30/1996	
SAN FRANCISCO		
CA 94102-3117		

PARTICIPANT CHARACTERISTICS	Includes Assessed Only		Excludes Assessed Only	
	Enrolled	Terminated	Terminated	Employed
Total Participants	133	114	114	85
VETERAN STATUS				
Total Veterans	10	9	9	6
Vietnam Era Veteran	0	0	0	0
Recently Separated Veteran	0	0	0	0
Disabled Veteran	0	0	0	0
Other Veteran	10	9	9	6
BARRIERS TO EMPLOYMENT				
SDA-Defined Barrier	89	79	79	69
Basic Skills Deficient	104	89	89	73
Below Grade Level	0	0	0	0
Disabled	1	1	1	0
Displaced Homemaker	0	0	0	0
GAIN/JOBS Recipient	0	0	0	0
Homeless	0	0	0	0
Lacks Significant Work History	63	48	48	37
Limited English Proficiency	89	79	79	69
Long Term AFDC Recipient	0	0	0	0
Offender	0	0	0	0
Pregnant/Parenting Youth	0	0	0	0
Reading Skills Below 7th Grade	93	81	81	69
Runaway	0	0	0	0
Substance Abuser	0	0	0	0
ADDITIONAL BARRIER INFORMATION				
Target Group Member	116	99	99	79
Multiple Barriers to Employment	84	74	74	66
Eligible Via 10% Window	1	1	1	0
FINAL REPORT				Y
COMMENTS				

Name	Title	Phone No.	Signature
RAYMOND R. HOLLAND	VICE-PRESIDENT	415-931-7460	
Contact Person	Title	Phone No.	Date Submitted
CLARA L. WONG	MIS MANAGER	415-931-7460	08/15/1996



ATTACHMENT 1 (Page 5 of 22)

PARTICIPANT CHARACTERISTICS SUMMARY

SDA/Grantee Name and Address:		Subgrantee Code:SFO		SDA Rev No:	
PRIVATE INDUSTRY COUNCIL OF SF		Grant Code: 320 IIB SYETP		Report Range: From 10/01/1994 to 09/30/1995	
745 FRANKLIN STREET, SUITE 400		Type of Program: IIB - SYETP			
SAN FRANCISCO					
CA 94102-3117					
PARTICIPANT CHARACTERISTICS	Includes Assessed Only		Excludes Assessed Only		
	Enrolled	Terminated	Terminated	Employed	
Total Participants	2747	2747	2747	1	
GENDER					
Female	1528	1528	1528	0	
Male	1219	1219	1219	1	
AGE					
Age 14-15	1172	1172	1172	0	
Age 16-17	1076	1076	1076	0	
Age 18-21	499	499	499	1	
Age 22-29	0	0	0	0	
Age 30-44	0	0	0	0	
Age 45-54	0	0	0	0	
Age 55 and over	0	0	0	0	
RACE/ETHNIC GROUP					
American Indian/Alaskan Native	11	11	11	0	
Asian/Pacific Islander	995	995	995	0	
Black (not Hispanic)	1053	1053	1053	0	
Hispanic	541	541	541	1	
White (not Hispanic)	147	147	147	1	
EDUCATION STATUS					
School Dropout	105	105	105	0	
Student	2489	2489	2489	0	
Full-Time Student	2489	2489	2489	0	
High School Grad or Equivlent	62	62	62	0	
Post High School	91	91	91	1	
College Graduate and Above	0	0	0	0	
WELFARE GRANT & FOOD STAMPS					
Total Partic on Welfare Grant	898	898	898	0	
AFDC Grant Recipient	849	849	849	0	
GA Grant Recipient	16	16	16	0	
RCA Grant Recipient	0	0	0	0	
SSI/SSP Grant Recipient	33	33	33	0	
Food Stamp Recipient/Eligible	1034	1034	1034	0	
FAMILY STATUS					
Single Head of House-Dep < 18	86	86	86	0	
UI STATUS					
Unemployment Ins Claimant	0	0	0	0	
Unemployment Ins Exhaustee	0	0	0	0	
LABOR FORCE STATUS					
Employed	0	0	0	0	
Unemployed 1-14 of Prior 26 Wks	0	0	0	0	
Unempl 15/more of Prior 26 Wks	0	0	0	0	
Not in Labor Force	2747	2747	2747	1	






## ATTACHMENT 1 (Page 6 of 22)

## PARTICIPANT CHARACTERISTICS SUMMARY

SDA/Grantee Name and Address:	Subgrantee Code:SFO SDA Rev No:
PRIVATE INDUSTRY COUNCIL OF SF	Grant Code: 320 IIB SYETP
745 FRANKLIN STREET, SUITE 400	Report Range: From 10/01/1994 to 09/30/1995
SAN FRANCISCO	Type of Program: IIB - SYETP
CA 94102-3117	

PARTICIPANT CHARACTERISTICS	Includes Assessed Only		Excludes Assessed Only	
	Enrolled	Terminated	Terminated	Employed
Total Participants	2747	2747	2747	1
VETERAN STATUS				
Total Veterans	0	0	0	0
Vietnam Era Veteran	0	0	0	0
Recently Separated Veteran	0	0	0	0
Disabled Veteran	0	0	0	0
Other Veteran	0	0	0	0
BARRIERS TO EMPLOYMENT				
SDA-Defined Barrier	2600	2600	2600	0
Basic Skills Deficient	2178	2178	2178	1
Below Grade Level	147	147	147	0
Disabled	253	253	253	0
Displaced Homemaker	0	0	0	0
GAIN/JOBS Recipient	0	0	0	0
Homeless	10	10	10	1
Lacks Significant Work History	2747	2747	2747	1
Limited English Proficiency	435	435	435	0
Long Term AFDC Recipient	537	537	537	0
Offender	97	97	97	0
Pregnant/Parenting Youth	125	125	125	0
Reading Skills Below 7th Grade	1291	1291	1291	0
Runaway	0	0	0	0
Substance Abuser	2	2	2	0
ADDITIONAL BARRIER INFORMATION				
Target Group Member	2720	2720	2720	1
Multiple Barriers to Employment	1246	1246	1246	0
Eligible Via 10% Window	0	0	0	0

## COMMENTS

Name	Title	Phone No.	Signature
RAYMOND R. HOLLAND	VICE-PRESIDENT	415-931-7460	
Contact Person	Title	Phone No.	Date Submitted
CLARA L. WONG	MIS MANAGER	415-931-7460	10/24/1995



## ATTACHMENT 1 (Page 7 of 22)

## PARTICIPANT CHARACTERISTICS SUMMARY

SDA/Grantee Name and Address:	Subgrantee Code:SFO	SDA Rev No:
PRIVATE INDUSTRY COUNCIL OF SF	Grant Code: 270 IIC 82% YOUTH	
745 FRANKLIN STREET, SUITE 400	Report Range: From 07/01/1995 to 06/30/1996	
SAN FRANCISCO		
CA 94102-3117		

PARTICIPANT CHARACTERISTICS	Includes Assessed Only		Excludes Assessed Only	
	Enrolled	Terminated	Terminated	Employed
Total Participants	172	131	131	73
GENDER				
Female	107	86	86	50
Male	65	45	45	23
AGE				
14-15	0	0	0	0
16-17	17	14	14	3
18-21	155	117	117	70
22-29	0	0	0	0
30-44	0	0	0	0
45-54	0	0	0	0
55 and over	0	0	0	0
RACE/ETHNIC GROUP				
American Indian/Alaskan Native	0	0	0	0
Asian/Pacific Islander	61	42	42	16
Black (not Hispanic)	43	34	34	14
Hispanic	50	39	39	32
White (not Hispanic)	18	16	16	11
EDUCATION STATUS				
School Dropout	41	29	29	13
Student	16	14	14	3
High School Grad or Equivalent	83	64	64	43
Post High School	32	24	24	14
College Graduate and Above	1	1	1	0
WELFARE GRANT & FOOD STAMPS				
Total Partic on Welfare Grant	48	41	41	19
AFDC Grant Recipient	30	25	25	11
GA Grant Recipient	12	11	11	5
RCA Grant Recipient	5	4	4	3
SSI/SSP Grant Recipient	1	1	1	0
Food Stamp Recipient/Eligible	58	47	47	25
FAMILY STATUS				
Single Head of House-Dep < 18	25	21	21	14
UI STATUS				
Unemployment Ins Claimant	2	2	2	2
Unemployment Ins Exhaustee	0	0	0	0
LABOR FORCE STATUS				
Employed	32	21	21	12
Unemployed 1-14 of Prior 26 Wks	44	39	39	23
Unempl 15/more of Prior 26 Wks	50	38	38	24
Not in Labor Force	46	33	33	14



## ATTACHMENT 1 (Page 8 of 22)

## PARTICIPANT CHARACTERISTICS SUMMARY

SDA/Grantee Name and Address:

PRIVATE INDUSTRY COUNCIL OF SF  
745 FRANKLIN STREET, SUITE 400  
SAN FRANCISCO  
CA 94102-3117

Subgrantee Code:SFO

SDA Rev No:

Grant Code: 270 IIC 82% YOUTH

Report Range: From 07/01/1995 to 06/30/1996

## PARTICIPANT CHARACTERISTICS

Includes Assessed Only

Excludes Assessed Only

Enrolled

Terminated

Terminated

Employed

Total Participants

172

131

131

73

## VETERAN STATUS

Total Veterans

1

0

0

0

Vietnam Era Veteran

0

0

0

0

Recently Separated Veteran

1

0

0

0

Disabled Veteran

0

0

0

0

Other Veteran

1

0

0

0

## BARRIERS TO EMPLOYMENT

SDA-Defined Barrier

154

115

115

62

Basic Skills Deficient

133

101

101

54

Below Grade Level

6

5

5

1

Disabled

4

4

4

2

Displaced Homemaker

0

0

0

0

GAIN/JOBS Recipient

3

3

3

2

Homeless

1

1

1

1

Lacks Significant Work History

93

73

73

37

Limited English Proficiency

55

38

38

20

Long Term AFDC Recipient

13

11

11

4

Offender

8

7

7

1

Pregnant/Parenting Youth

25

20

20

14

Reading Skills Below 7th Grade

90

67

67

32

Runaway

1

1

1

0

Substance Abuser

1

1

1

1

## ADDITIONAL BARRIER INFORMATION

Target Group Member

165

126

126

69

Multiple Barriers to Employment

76

56

56

26

Eligible Via 10% Window

3

1

1

1

## FINAL REPORT

## COMMENTS

Name

RAYMOND R. HOLLAND

Contact Person

CLARA L. WONG

Title

VICE-PRESIDENT

Title

MIS MANAGER

Phone No.

415-931-7460

Phone No.

415-931-7460

Signature

Date Submitted

08/15/1996



## ATTACHMENT 1 (Page 9 of 22)

## PARTICIPANT CHARACTERISTICS SUMMARY

SDA/Grantee Name and Address:		Subgrantee Code:SFO		SDA Rev No:	
PRIVATE INDUSTRY COUNCIL OF SF		Grant Code: 110 II/C 5% INCENTIVE		Report Range: From 07/01/1995 to 06/30/1996	
745 FRANKLIN STREET, SUITE 400					
SAN FRANCISCO					
CA 94102-3117					
=====					
PARTICIPANT CHARACTERISTICS	Includes Assessed Only		Excludes Assessed Only		
	Enrolled	Terminated	Terminated	Employed	
=====					
Total Participants	103	28	28	0	
=====					
GENDER					
Female	60	17	17	0	
Male	43	11	11	0	
=====					
AGE					
14-15	34	8	8	0	
16-17	55	6	6	0	
18-21	10	10	10	0	
22-29	4	4	4	0	
30-44	0	0	0	0	
45-54	0	0	0	0	
55 and over	0	0	0	0	
=====					
RACE/ETHNIC GROUP					
American Indian/Alaskan Native	0	0	0	0	
Asian/Pacific Islander	23	1	1	0	
Black (not Hispanic)	62	21	21	0	
Hispanic	15	6	6	0	
White (not Hispanic)	3	0	0	0	
=====					
EDUCATION STATUS					
School Dropout	14	14	14	0	
Student	89	14	14	0	
High School Grad or Equivlent	0	0	0	0	
Post High School	0	0	0	0	
College Graduate and Above	0	0	0	0	
=====					
WELFARE GRANT & FOOD STAMPS					
Total Partic on Welfare Grant	60	18	18	0	
AFDC Grant Recipient	57	17	17	0	
GA Grant Recipient	1	1	1	0	
RCA Grant Recipient	0	0	0	0	
SSI/SSP Grant Recipient	2	0	0	0	
Food Stamp Recipient/Eligible	57	17	17	0	
=====					
FAMILY STATUS					
Single Head of House-Dep < 18	7	7	7	0	
=====					
UI STATUS					
Unemployment Ins Claimant	0	0	0	0	
Unemployment Ins Exhaustee	0	0	0	0	
=====					
LABOR FORCE STATUS					
Employed	6	6	6	0	
Unemployed 1-14 of Prior 26 Wks	3	3	3	0	
Unempl 15/more of Prior 26 Wks	5	5	5	0	
Not in Labor Force	89	14	14	0	
=====					
JTPA 11 Rev 9 (05/94) State of California/Employment Development Department					





## ATTACHMENT 1 (Page 10 of 22)

## PARTICIPANT CHARACTERISTICS SUMMARY

SDA/Grantee Name and Address:	Subgrantee Code: SFO	SDA Rev No:
PRIVATE INDUSTRY COUNCIL OF SF	Grant Code: 110 II/C 5% INCENTIVE	
745 FRANKLIN STREET, SUITE 400	Report Range: From 07/01/1995 to 06/30/1996	
SAN FRANCISCO		
CA 94102-3117		

PARTICIPANT CHARACTERISTICS	Includes Assessed Only		Excludes Assessed Only	
	Enrolled	Terminated	Terminated	Employed
Total Participants	103	28	28	0
VETERAN STATUS				
Total Veterans	0	0	0	0
Vietnam Era Veteran	0	0	0	0
Recently Separated Veteran	0	0	0	0
Disabled Veteran	0	0	0	0
Other Veteran	0	0	0	0
BARRIERS TO EMPLOYMENT				
SDA-Defined Barrier	96	24	24	0
Basic Skills Deficient	95	26	26	0
Below Grade Level	4	0	0	0
Disabled	6	1	1	0
Displaced Homemaker	0	0	0	0
GAIN/JOBS Recipient	1	1	1	0
Homeless	1	1	1	0
Lacks Significant Work History	97	22	22	0
Limited English Proficiency	4	1	1	0
Long Term AFDC Recipient	40	11	11	0
Offender	5	4	4	0
Pregnant/Parenting Youth	6	6	6	0
Reading Skills Below 7th Grade	63	13	13	0
Runaway	0	0	0	0
Substance Abuser	2	2	2	0
ADDITIONAL BARRIER INFORMATION				
Target Group Member	99	27	27	0
Multiple Barriers to Employment	67	22	22	0
Eligible Via 10% Window	0	0	0	0
FINAL REPORT				
				Y
COMMENTS				

Name	Title	Phone No.	Signature
RAYMOND R. HOLLAND	VICE-PRESIDENT	415-931-7460	<i>[Signature]</i>
Contact Person	Title	Phone No.	Date Submitted
CLARA L. WONG	MIS MANAGER	415-931-7460	08/15/1996



ATTACHMENT 1 (Page 11 of 22)

PARTICIPANT CHARACTERISTICS SUMMARY

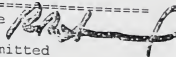
SDA/Grantee Name and Address:		Subgrantee Code:SFO		SDA Rev No:	
PRIVATE INDUSTRY COUNCIL OF SF		Grant Code: 181 IIA/C 8%-50% SECG/GAIN			
745 FRANKLIN STREET, SUITE 400		Report Range: From 07/01/1995 to 06/30/1996			
SAN FRANCISCO					
CA 94102-3117					
=====					
PARTICIPANT CHARACTERISTICS		Includes Assessed Only		Excludes Assessed Only	
		Enrolled	Terminated	Terminated	Employed
=====		=====			
Total Participants		65	57	57	9
=====		=====			
GENDER					
Female					
Male		65	57	57	9
=====		0	0	0	0
=====		=====			
AGE					
14-15					
16-17		0	0	0	0
18-21		1	1	1	0
22-29		17	14	14	0
30-44		28	25	25	5
45-54		18	16	16	3
55 and over		1	1	1	1
=====		0	0	0	0
=====		=====			
RACE/ETHNIC GROUP					
American Indian/Alaskan Native		1	0	0	0
Asian/Pacific Islander		3	3	3	1
Black (not Hispanic)		45	42	42	6
Hispanic		15	11	11	2
White (not Hispanic)		1	1	1	0
=====					
=====		=====			
EDUCATION STATUS					
School Dropout					
Student		49	42	42	4
High School Grad or Equivlent		0	0	0	0
Post High School		14	13	13	5
College Graduate and Above		2	2	2	0
=====		0	0	0	0
=====		=====			
WELFARE GRANT & FOOD STAMPS					
Total Partic on Welfare Grant		65	57	57	9
AFDC Grant Recipient		65	57	57	9
GA Grant Recipient		0	0	0	0
RCA Grant Recipient		0	0	0	0
SSI/SSP Grant Recipient		0	0	0	0
Food Stamp Recipient/Eligible		65	57	57	9
=====					
=====		=====			
FAMILY STATUS					
Single Head of House-Dep < 18		64	56	56	9
=====					
=====		=====			
UI STATUS					
Unemployment Ins Claimant		0	0	0	0
Unemployment Ins Exhaustee		0	0	0	0
=====					
=====		=====			
LABOR FORCE STATUS					
Employed		1	0	0	0
Unemployed 1-14 of Prior 26 Wks		24	21	21	3
Unempl 15/more of Prior 26 Wks		34	31	31	6
Not in Labor Force		6	5	5	0
=====					
=====		=====			
JTPA 11 Rev 9 (05/94) State of California/Employment Development Department					



## ATTACHMENT 1 (Page 12 of 22)

## PARTICIPANT CHARACTERISTICS SUMMARY

SDA/Grantee Name and Address:		Subgrantee Code:SFO		SDA Rev No:	
PRIVATE INDUSTRY COUNCIL OF SF		Grant Code: 181 IIA/C 8%-50% SECG/GAIN		Report Range: From 07/01/1995 to 06/30/1996	
745 FRANKLIN STREET, SUITE 400					
SAN FRANCISCO					
CA 94102-3117					
PARTICIPANT CHARACTERISTICS		Includes Assessed Only		Excludes Assessed Only	
	Enrolled	Terminated	Terminated	Employed	
Total Participants	65	57	57	9	
VETERAN STATUS					
Total Veterans	0	0	0	0	
Vietnam Era Veteran	0	0	0	0	
Recently Separated Veteran	0	0	0	0	
Disabled Veteran	0	0	0	0	
Other Veteran	0	0	0	0	
BARRIERS TO EMPLOYMENT					
SDA-Defined Barrier	18	15	15	0	
Basic Skills Deficient	55	47	47	6	
Below Grade Level	0	0	0	0	
Disabled	1	1	1	0	
Displaced Homemaker	0	0	0	0	
GAIN/JOBS Recipient	65	57	57	9	
Homeless	1	1	1	0	
Lacks Significant Work History	52	45	45	8	
Limited English Proficiency	1	1	1	0	
Long Term AFDC Recipient	38	34	34	5	
Offender	6	4	4	0	
Pregnant/Parenting Youth	18	15	15	0	
Reading Skills Below 7th Grade	10	9	9	0	
Runaway	0	0	0	0	
Substance Abuser	1	0	0	0	
ADDITIONAL BARRIER INFORMATION					
Target Group Member	65	57	57	9	
Multiple Barriers to Employment	60	52	52	7	
Eligible Via 10% Window	0	0	0	0	
FINAL REPORT					
N					
COMMENTS					

Name	Title	Phone No.	Signature
RAYMOND R. HOLLAND	VICE-PRESIDENT	415-931-7460	
Contact Person	Title	Phone No.	Date Submitted
CLARA L. WONG	MIS MANAGER	415-931-7460	08/19/1996



## ATTACHMENT 1 (Page 13 of 22)

## PARTICIPANT CHARACTERISTICS SUMMARY

SDA/Grantee Name and Address:

PRIVATE INDUSTRY COUNCIL OF SF  
745 FRANKLIN STREET, SUITE 400  
SAN FRANCISCO  
CA 94102-3117

Subgrantee Code: SFO

SDA Rev No:

Grant Code: 189 IIA/C 8%-30% SECG-STW

Report Range: From 07/01/1995 to 06/30/1996

## PARTICIPANT CHARACTERISTICS

Includes Assessed Only

Excludes Assessed Only

Enrolled

Terminated

Terminated

Employed

Total Participants

59

59

59

0

## GENDER

Female

36

36

36

0

Male

23

23

23

0

## AGE

14-15

8

8

8

0

16-17

36

36

36

0

18-21

15

15

15

0

22-29

0

0

0

0

30-44

0

0

0

0

45-54

0

0

0

0

55 and over

0

0

0

0

## RACE/ETHNIC GROUP

American Indian/Alaskan Native

0

0

0

0

Asian/Pacific Islander

27

27

27

0

Black (not Hispanic)

19

19

19

0

Hispanic

11

11

11

0

White (not Hispanic)

2

2

2

0

## EDUCATION STATUS

School Dropout

0

0

0

0

Student

59

59

59

0

High School Grad or Equivlent

0

0

0

0

Post High School

0

0

0

0

College Graduate and Above

0

0

0

0

## WELFARE GRANT &amp; FOOD STAMPS

Total Partic on Welfare Grant

24

24

24

0

AFDC Grant Recipient

23

23

23

0

GA Grant Recipient

0

0

0

0

RCA Grant Recipient

0

0

0

0

SSI/SSP Grant Recipient

1

1

1

0

Food Stamp Recipient/Eligible

26

26

26

0

## FAMILY STATUS

Single Head of House-Dep &lt; 18

1

1

1

0

## UI STATUS

Unemployment Ins Claimant

0

0

0

0

Unemployment Ins Exhaustee

0

0

0

0

## LABOR FORCE STATUS

Employed

1

1

1

0

Unemployed 1-14 of Prior 26 Wks

3

3

3

0

Unempl 15/more of Prior 26 Wks

0

0

0

0

Not in Labor Force

55

55

55

0





## ATTACHMENT 1 (Page 14 of 22)

## PARTICIPANT CHARACTERISTICS SUMMARY

SDA/Grantee Name and Address:		Subgrantee Code:SFO		SDA Rev No:	
PRIVATE INDUSTRY COUNCIL OF SF		Grant Code: 189 IIA/C 8%-30% SECG-STW		Report Range: From 07/01/1995 to 06/30/1996	
745 FRANKLIN STREET, SUITE 400					
SAN FRANCISCO					
CA 94102-3117					
PARTICIPANT CHARACTERISTICS		Includes Assessed Only		Excludes Assessed Only	
		Enrolled		Terminated	
		Terminated		Employed	
Total Participants	59	59		59	0
VETERAN STATUS					
Total Veterans	0	0		0	0
Vietnam Era Veteran	0	0		0	0
Recently Separated Veteran	0	0		0	0
Disabled Veteran	0	0		0	0
Other Veteran	0	0		0	0
BARRIERS TO EMPLOYMENT					
SDA-Defined Barrier	57	57		57	0
Basic Skills Deficient	46	46		46	0
Below Grade Level	11	11		11	0
Disabled	1	1		1	0
Displaced Homemaker	0	0		0	0
GAIN/JOBS Recipient	0	0		0	0
Homeless	0	0		0	0
Lacks Significant Work History	53	53		53	0
Limited English Proficiency	4	4		4	0
Long Term AFDC Recipient	13	13		13	0
Offender	0	0		0	0
Pregnant/Parenting Youth	1	1		1	0
Reading Skills Below 7th Grade	21	21		21	0
Runaway	0	0		0	0
Substance Abuser	1	1		1	0
ADDITIONAL BARRIER INFORMATION					
Target Group Member	57	57		57	0
Multiple Barriers to Employment	17	17		17	0
Eligible Via 10% Window	2	2		2	0
FINAL REPORT					
N					
COMMENTS					

Name	Title	Phone No.	Signature
RAYMOND R. HOLLAND	VICE-PRESIDENT	415-931-7460	<i>[Signature]</i>
Contact Person	Title	Phone No.	Date Submitted
CLARA L. WONG	MIS MANAGER	415-931-7460	08/19/1996



# ATTACHMENT 1 (Page 15 of 22)

## PARTICIPANT CHARACTERISTICS SUMMARY

SDA/Grantee Name and Address:

PRIVATE INDUSTRY COUNCIL OF SF  
745 FRANKLIN STREET, SUITE 400  
SAN FRANCISCO  
CA 94102-3117

Subgrantee Code: SFO

SDA Rev No:

Grant Code: 187 IIA/C 8%-30% SECG-AND

Report Range: From 07/01/1995 to 06/30/1996

### PARTICIPANT CHARACTERISTICS

Includes Assessed Only

Excludes Assessed Only

Enrolled

Terminated

Terminated

Employed

Total Participants

53

49

49

27

GENDER

Female

Male

16

15

15

7

37

34

34

20

AGE

14-15

16-17

18-21

22-29

30-44

45-54

55 and over

0

0

0

0

7

6

6

1

23

20

20

11

10

10

10

6

10

10

10

8

3

3

3

1

0

0

0

0

RACE/ETHNIC GROUP

American Indian/Alaskan Native

Asian/Pacific Islander

Black (not Hispanic)

Hispanic

White (not Hispanic)

1

1

1

0

10

10

10

6

29

26

26

14

5

5

5

2

8

7

7

5

EDUCATION STATUS

School Dropout

Student

High School Grad or Equivalent

Post High School

College Graduate and Above

21

20

20

8

7

6

6

2

18

17

17

12

7

6

6

5

3

3

3

2

WELFARE GRANT & FOOD STAMPS

Total Partic on Welfare Grant

AFDC Grant Recipient

GA Grant Recipient

RCA Grant Recipient

SSI/SSP Grant Recipient

Food Stamp Recipient/Eligible

26

24

24

10

18

16

16

6

7

7

7

4

0

0

0

0

1

1

1

0

30

28

28

14

FAMILY STATUS

Single Head of House-Dep < 18

14

13

13

7

UI STATUS

Unemployment Ins Claimant

Unemployment Ins Exhaustee

1

1

1

1

1

1

1

0

LABOR FORCE STATUS

Employed

Unemployed 1-14 of Prior 26 Wks

Unempl 15/more of Prior 26 Wks

Not in Labor Force

5

4

4

2

12

11

11

7

27

25

25

15

9

9

9

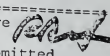
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## ATTACHMENT 1 (Page 16 of 22)

## PARTICIPANT CHARACTERISTICS SUMMARY

SDA/Grantee Name and Address:	Subgrantee Code: SFO	SDA Rev No:
PRIVATE INDUSTRY COUNCIL OF SF	Grant Code: 187 IIA/C 8%-30% SECG-AND	
745 FRANKLIN STREET, SUITE 400	Report Range: From 07/01/1995 to 06/30/1996	
SAN FRANCISCO		
CA 94102-3117		

PARTICIPANT CHARACTERISTICS	Includes Assessed Only		Excludes Assessed Only	
	Enrolled	Terminated	Terminated	Employed
Total Participants	53	49	49	27
VETERAN STATUS				
Total Veterans	0	0	0	0
Vietnam Era Veteran	0	0	0	0
Recently Separated Veteran	0	0	0	0
Disabled Veteran	0	0	0	0
Other Veteran	0	0	0	0
BARRIERS TO EMPLOYMENT				
SDA-Defined Barrier	33	30	30	15
Basic Skills Deficient	40	38	38	21
Below Grade Level	5	4	4	1
Disabled	1	1	1	0
Displaced Homemaker	0	0	0	0
GAIN/JOBS Recipient	1	1	1	1
Homeless	2	2	2	2
Lacks Significant Work History	31	29	29	12
Limited English Proficiency	5	5	5	4
Long Term AFDC Recipient	8	6	6	1
Offender	5	5	5	4
Pregnant/Parenting Youth	9	8	8	4
Reading Skills Below 7th Grade	21	21	21	9
Runaway	1	1	1	4
Substance Abuser	4	4	4	0
ADDITIONAL BARRIER INFORMATION				
Target Group Member	49	46	46	25
Multiple Barriers to Employment	24	23	23	9
Eligible Via 10% Window	0	0	0	0
FINAL REPORT				N
COMMENTS				

Name	Title	Phone No.	Signature
RAYMOND R. HOLLAND	VICE-PRESIDENT	415-931-7460	
Contact Person	Title	Phone No.	Date Submitted
CLARA L. WONG	MIS MANAGER	415-931-7460	08/19/1996

## ATTACHMENT 1 (Page 17 of 22)

## PARTICIPANT CHARACTERISTICS SUMMARY

SDA/Grantee Name and Address:

PRIVATE INDUSTRY COUNCIL OF SF  
745 FRANKLIN STREET, SUITE 400  
SAN FRANCISCO  
CA 94102-3117

Subgrantee Code: SFO

SDA Rev No:

Grant Code: 188 IIA/C 8%-30% SECC-JVS-LVN

Report Range: From 07/01/1995 to 06/30/1996

PARTICIPANT CHARACTERISTICS	Includes Assessed Only		Excludes Assessed Only	
	Enrolled	Terminated	Terminated	Employed
Total Participants	28	16	16	3
GENDER				
Female				
Male	26	14	14	2
	2	2	2	1
AGE				
14-15	0	0	0	0
16-17	0	0	0	0
18-21	6	4	4	0
22-29	10	4	4	0
30-44	4	2	4	0
45-54	8	6	2	0
55 and over	0	0	6	3
			0	0
RACE/ETHNIC GROUP				
American Indian/Alaskan Native	0	0	0	0
Asian/Pacific Islander	0	0	0	0
Black (not Hispanic)	0	0	0	0
Hispanic	0	0	0	0
White (not Hispanic)	28	16	0	0
			16	3
EDUCATION STATUS				
School Dropout	0	0	0	0
Student	0	0	0	0
High School Grad or Equivalent	1	1	1	0
Post High School	27	15	15	3
College Graduate and Above	4	2	2	2
WELFARE GRANT & FOOD STAMPS				
Total Partic on Welfare Grant	24	14	14	3
AFDC Grant Recipient	13	8	8	2
GA Grant Recipient	10	5	5	1
RCA Grant Recipient	1	1	1	0
SSI/SSP Grant Recipient	0	0	0	0
Food Stamp Recipient/Eligible	23	13	13	3
FAMILY STATUS				
Single Head of House-Dep < 18	1	1	1	1
UI STATUS				
Unemployment Ins Claimant	0	0	0	0
Unemployment Ins Exhaustee	0	0	0	0
LABOR FORCE STATUS				
Employed	2	0	0	0
Unemployed 1-14 of Prior 26 Wks	9	8	8	1
Unempl 15/more of Prior 26 Wks	13	4	4	2
Not in Labor Force	4	4	4	0

## ATTACHMENT 1 (Page 18 of 22)

## PARTICIPANT CHARACTERISTICS SUMMARY

SDA/Grantee Name and Address:  
PRIVATE INDUSTRY COUNCIL OF SF  
745 FRANKLIN STREET, SUITE 400  
SAN FRANCISCO  
CA 94102-3117

Subgrantee Code: SFO SDA Rev No:  
Grant Code: 188 IIA/C 8%-30% SECG-JVS-LVN  
Report Range: From 07/01/1995 to 06/30/1996

## PARTICIPANT CHARACTERISTICS

Includes Assessed Only Excludes Assessed Only


Enrolled Terminated Terminated Employed

Total Participants	28	16	16	3
VETERAN STATUS				
Total Veterans	0	0	0	0
Vietnam Era Veteran	0	0	0	0
Recently Separated Veteran	0	0	0	0
Disabled Veteran	0	0	0	0
Other Veteran	0	0	0	0
BARRIERS TO EMPLOYMENT				
SDA-Defined Barrier	16	8	8	1
Basic Skills Deficient	28	16	16	3
Below Grade Level	0	0	0	0
Disabled	0	0	0	0
Displaced Homemaker	0	0	0	0
GAIN/JOBS Recipient	0	0	0	0
Homeless	0	0	0	0
Lacks Significant Work History	2	0	0	0
Limited English Proficiency	20	10	10	1
Long Term AFDC Recipient	0	0	0	0
Offender	0	0	0	0
Pregnant/Parenting Youth	0	0	0	0
Reading Skills Below 7th Grade	27	15	15	2
Runaway	0	0	0	0
Substance Abuser	0	0	0	0
ADDITIONAL BARRIER INFORMATION				
Target Group Member	28	16	16	3
Multiple Barriers to Employment	8	5	5	0
Eligible Via 10% Window	0	0	0	0

## FINAL REPORT

N

## COMMENTS

Name	Title	Phone No.	Signature
RAYMOND R. HOLLAND	VICE-PRESIDENT	415-931-7460	
Contact Person	Title	Phone No.	Date Submitted
CLARA L. WONG	MIS MANAGER	415-931-7460	08/19/1996



## ATTACHMENT 1 (Page 19 of 22)

## PARTICIPANT CHARACTERISTICS SUMMARY

SDA/Grantee Name and Address:	Subgrantee Code:SFO	SDA Rev No:
PRIVATE INDUSTRY COUNCIL OF SF	Grant Code: 515 III 60% EDWAA FA	
745 FRANKLIN STREET, SUITE 400	Report Range: From 07/01/1995 to 06/30/1996	
SAN FRANCISCO		
CA 94102-3117		

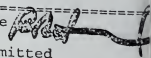
PARTICIPANT CHARACTERISTICS	Includes Assessed Only		Excludes Assessed Only	
	Enrolled	Terminated	Terminated	Employed
Total Participants	520	377	377	213
GENDER				
Female				
Male	362	254	254	153
AGE	158	123	123	60
14-15				
16-17	0	0	0	0
18-21	0	0	0	0
22-29	10	9	9	5
30-44	66	47	47	34
45-54	222	161	161	93
55 and over	144	103	103	57
	78	57	57	24
RACE/ETHNIC GROUP				
American Indian/Alaskan Native	3	2	2	1
Asian/Pacific Islander	113	72	72	33
Black (not Hispanic)	101	68	68	32
Hispanic	135	102	102	75
White (not Hispanic)	168	133	133	72
EDUCATION STATUS				
School Dropout				
Student	67	58	58	33
High School Grad or Equivlent	0	0	0	0
Post High School	223	159	159	91
College Graduate and Above	230	160	160	89
	112	80	80	48
WELFARE GRANT & FOOD STAMPS				
Total Partic on Welfare Grant	96	77	77	33
AFDC Grant Recipient	27	22	22	11
GA Grant Recipient	64	51	51	21
RCA Grant Recipient	0	0	0	0
SSI/SSP Grant Recipient	5	4	4	1
Food Stamp Recipient/Eligible	92	73	73	32
FAMILY STATUS				
Single Head of House-Dep < 18	84	67	67	48
UI STATUS				
Unemployment Ins Claimant				
Unemployment Ins Exhaustee	345	235	235	138
	24	23	23	11
LABOR FORCE STATUS				
Employed				
Unemployed 1-14 of Prior 26 Wks	20	16	16	11
Unempl 15/more of Prior 26 Wks	234	159	159	87
Not in Labor Force	266	202	202	115
	0	0	0	0



ATTACHMENT 1 (Page 20 of 22)

PARTICIPANT CHARACTERISTICS SUMMARY

SDA/Grantee Name and Address:		Subgrantee Code: SFO		SDA Rev No:	
PRIVATE INDUSTRY COUNCIL OF SF		Grant Code: 515 III 60% EDWAA FA		Report Range: From 07/01/1995 to 06/30/1996	
745 FRANKLIN STREET, SUITE 400					
SAN FRANCISCO					
CA 94102-3117					
PARTICIPANT CHARACTERISTICS		Includes Assessed Only		Excludes Assessed Only	
	Enrolled	Terminated	Terminated	Employed	
Total Participants	520	377	377	213	
VETERAN STATUS					
Total Veterans	17	12	12	3	
Vietnam Era Veteran	13	10	10	2	
Recently Separated Veteran	0	0	0	0	
Disabled Veteran	0	0	0	0	
Other Veteran	4	2	2	1	
BARRIERS TO EMPLOYMENT					
SDA-Defined Barrier	79	74	74	41	
Basic Skills Deficient	294	219	219	128	
Below Grade Level	0	0	0	0	
Disabled	10	10	10	3	
Displaced Homemaker	0	0	0	0	
GAIN/JOBS Recipient	0	0	0	0	
Homeless	127	100	100	59	
Lacks Significant Work History	71	51	51	26	
Limited English Proficiency	70	66	66	37	
Long Term AFDC Recipient	11	8	8	3	
Offender	33	22	22	9	
Pregnant/Parenting Youth	3	3	3	2	
Reading Skills Below 7th Grade	120	99	99	53	
Runaway	0	0	0	0	
Substance Abuser	34	28	28	11	
ADDITIONAL BARRIER INFORMATION					
Target Group Member	222	180	180	108	
Multiple Barriers to Employment	123	104	104	55	
Eligible Via 10% Window	0	0	0	0	
FINAL REPORT					
COMMENTS					

Name	Title	Phone No.	Signature
RAYMOND R. HOLLAND	VICE-PRESIDENT	415-931-7460	
Contact Person	Title	Phone No.	Date Submitted
CLARA L. WONG	MIS MANAGER	415-931-7460	08/15/1996

## ATTACHMENT 1 (Page 21 of 22)

## PARTICIPANT CHARACTERISTICS SUMMARY

SDA/Grantee Name and Address:

PRIVATE INDUSTRY COUNCIL OF SF  
745 FRANKLIN STREET, SUITE 400  
SAN FRANCISCO  
CA 94102-3117

Subgrantee Code: SFO

SDA Rev No:

Grant Code: 590 IIIA 40% MIL. BASE CLOSUR

Report Range: From 07/01/1995 to 06/30/1996

## PARTICIPANT CHARACTERISTICS

Includes Assessed Only

Excludes Assessed Only

Enrolled

Terminated

Terminated

Employed

## Total Participants

82

66

66

26

## GENDER

Female

45

33

33

15

Male

37

33

33

11

## AGE

14-15

0

0

0

0

16-17

0

0

0

0

18-21

1

1

1

1

22-29

3

3

3

2

30-44

23

20

20

5

45-54

40

30

30

14

55 and over

15

12

12

4

## RACE/ETHNIC GROUP

American Indian/Alaskan Native

0

0

0

0

Asian/Pacific Islander

28

24

24

10

Black (not Hispanic)

22

16

16

5

Hispanic

5

2

2

2

White (not Hispanic)

27

24

24

9

## EDUCATION STATUS

School Dropout

1

1

1

0

Student

0

0

0

0

High School Grad or Equivlent

29

25

25

8

Post High School

52

40

40

18

College Graduate and Above

26

21

21

8

## WELFARE GRANT &amp; FOOD STAMPS

Total Partic on Welfare Grant

0

0

0

0

AFDC Grant Recipient

0

0

0

0

GA Grant Recipient

0

0

0

0

RCA Grant Recipient

0

0

0

0

SSI/SSP Grant Recipient

0

0

0

0

Food Stamp Recipient/Eligible

0

0

0

0

## FAMILY STATUS

Single Head of House-Dep &lt; 18

6

4

4

1

## UI STATUS

Unemployment Ins Claimant

44

34

34

10

Unemployment Ins Exhaustee

4

3

3

1

## LABOR FORCE STATUS

Employed

27

23

23

11

Unemployed 1-14 of Prior 26 Wks

27

22

22

10

Unempl 15/more of Prior 26 Wks

27

20

20

5

Not in Labor Force

1

1

1

0

# ATTACHMENT 1 (Page 22 of 22)

## PARTICIPANT CHARACTERISTICS SUMMARY

SDA/Grantee Name and Address:	Subgrantee Code:SFO	SDA Rev No:
PRIVATE INDUSTRY COUNCIL OF SF	Grant Code: 590 IIIA 40% MIL. BASE CLOSUR	
745 FRANKLIN STREET, SUITE 400	Report Range: From 07/01/1995 to 06/30/1996	
SAN FRANCISCO		
CA 94102-3117		

### PARTICIPANT CHARACTERISTICS

	Includes Assessed Only		Excludes Assessed Only	
	Enrolled	Terminated	Terminated	Employed
Total Participants	82	66	66	26
VETERAN STATUS				
Total Veterans	23	20	20	4
Vietnam Era Veteran	10	7	7	2
Recently Separated Veteran	1	0	0	0
Disabled Veteran	1	1	1	0
Other Veteran	13	13	13	2

### BARRIERS TO EMPLOYMENT

SDA-Defined Barrier	3	3	3	2
Basic Skills Deficient	19	14	14	5
Below Grade Level	0	0	0	0
Disabled	5	5	5	0
Displaced Homemaker	0	0	0	0
GAIN/JOBS Recipient	0	0	0	0
Homeless	0	0	0	0
Lacks Significant Work History	0	0	0	0
Limited English Proficiency	2	2	2	1
Long Term AFDC Recipient	0	0	0	0
Offender	2	2	2	1
Pregnant/Parenting Youth	1	1	1	1
Reading Skills Below 7th Grade	5	5	5	1
Runaway	0	0	0	0
Substance Abuser	0	0	0	0

### ADDITIONAL BARRIER INFORMATION

Target Group Member	6	5	5	1
Multiple Barriers to Employment	1	1	1	0
Eligible Via 10% Window	0	0	0	0

### FINAL REPORT

### COMMENTS

Name	Title	Phone No.	Signature
RAYMOND R. HOLLAND	VICE-PRESIDENT	415-931-7460	<i>RH</i>
Contact Person	Title	Phone No.	Date Submitted
CLARA L. WONG	MIS MANAGER	415-931-7460	08/15/1996

## ATTACHMENT 2 (Page 1 of 1)

Report: NW  
10/27/17 10/02/1996Private Industry Council of San Francisco, Inc.  
Nontraditional Employment for Women Statistics  
by Grant, by Activity, by Occupation  
Report Period: 07/01/95 - 06/30/96

Case #	Name	Comp.	Activ.	Trng DES#	Training Job Title	Plc. DES#	Placement Job Title	Wage	Age	Ethnic	Relent
5001994		10401874	OCT	871020	CARPENTERS	871020	CARPENTERS	\$10.49	19	BLACK	
5003652		10401874	OCT	871020	CARPENTERS	893110	CABINETMAKERS & BENCH CARPENTERS	\$6.00	20	BLACK	
5001995		10401874	OCT	871020	CARPENTERS	871020	CARPENTERS	\$9.28	18	BLACK	
5001974		10401874	OCT	871020	CARPENTERS	871020	CARPENTERS	\$9.80	19	BLACK	
5001321		10401874	OCT	871020	CARPENTERS	871020	CARPENTERS	\$9.80	22	BLACK	YES
5003061		10401874	OCT	893110	CABINETMAKERS & BENCH	893140	FURNITURE FINISHERS	\$8.00	27	WHITE	YES
5002906		10401874	OCT	893110	CABINETMAKERS & BENCH	893110	CABINETMAKERS & BENCH CARPENTERS	\$6.50	27	BLACK	YES
**** Grants: 11A/C 03-303 SEC-AND **** Total number of records: 7 ****											
1001430		10401853	OCT	325050	LICENSED VOCAL NURSE	271990	SOCIAL SCIENTISTS	\$11.75	47	WHITE	
**** Grants: 11A/C 03-303 SEC-035-VN-LVM **** Total number of records: 1 ****											
5012138		13702204	OESL	553470	GENL OFFICE CLERKS	580230	STOCK CLERKS - STOCKROOM, WAREHOUSE,	\$5.00	24	BLACK	No
5003213		13702204	OCT	553470	GENL OFFICE CLERKS	560110	COMPUTER OPERATORS	\$7.50	29	HISPANIC	No
5002615		1050220404	IND	892330	LOCKSMITHS & SAFE RE	892330	LOCKSMITHS & SAFE REPAIRERS	\$6.50	53	WHITE	No
5003146		1110220414	IND	872020	ELECTRICIANS	872020	ELECTRICIANS	\$17.50	30	BLACK	No
5001996		13402204	OCT	553470	GENL OFFICE CLERKS	830550	PRODN INSPECTORS, TESTERS, GRADERS,	\$6.50	43	WHITE	No
5001330		10402204	OCT	871020	CARPENTERS	871020	CARPENTERS	\$9.63	22	BLACK	Yes
5002995		10402204	OCT	893110	CABINETMAKERS & BENCH	893110	CABINETMAKERS & BENCH CARPENTERS	\$6.50	27	BLACK	Yes
5001360		10402204	OCT	893110	CABINETMAKERS & BENCH	893140	FURNITURE FINISHERS	\$8.00	27	WHITE	Yes
5002991		10702204	OCT	925100	PRINTING PRESS MACH	925100	PRINTING PRESS MACHINE SETTERS & SET-	\$7.00	44	FILIPINO	Yes
5002268		1930220401	OJT	399990	PROFESSIONAL, PARA	399990	PROFESSIONAL, PARAPROFESSIONAL TECH	\$7.50	40	BLACK	Yes
5002426		1540220408	OJT	560020	BOOKING, POSTING, & CALCULATING MACH	560020	BILLING, POSTING, & CALCULATING MACH	\$6.50	44	FILIPINO	Yes
5002679		1770220401	OJT	430020	FIRE INSPECTORS	430470	GUARDS & WATCH GUARDS	\$7.00	37	BLACK	Yes
5003068		1930220407	OJT	630470	GUARDS & WATCH GUARDS	630470	GUARDS & WATCH GUARDS	\$5.00	26	HISPANIC	Yes
5002643		1602220410	OJT	892120	PRECISION DENTAL LAB	892120	PRECISION DENTAL LABORATORY TECHS	\$8.00	46	WHITE	Yes
5003227		1050220420	OJT	935660	ASSEMBLERS & FABRIC	935660	ASSEMBLERS & FABRICATORS -	\$7.00	37	HISPANIC	Yes
5002406		1420220409	OJT	935660	ASSEMBLERS & FABRIC	935660	ASSEMBLERS & FABRICATORS -	\$8.00	27	WHITE	Yes
5004626		1050220415	OJT	989990	NLPR, LABORSERS & MA	889990	NLPR, LABORSERS & MATERIAL MOVER HAND	\$7.50	37	BLACK	No
5005344		1050220402	OJT	989990	NLPR, LABORSERS & MA	889990	NLPR, LABORSERS & MATERIAL MOVER HAND	\$9.38	37	BLACK	Yes
**** Grants: 11A 77X ADULT **** Total number of records: 18 ****											
5001490		15402304	OESL	670020	MAIDS & HOUSEKEEPING	670050	JANITORS & CLEANERS - EXCEPT MAIDS	\$4.25	55	CHINESE	No
**** Grants: 11A 55X OLDER INDIVIDUAL **** Total number of records: 1 ****											
5000816		13702703	OESL	553470	GENL OFFICE CLERKS	939560	ASSEMBLERS & FABRICATORS -	\$6.25	19	HISPANIC	No
5001151		13702703	OESL	553470	GENL OFFICE CLERKS	580110	TRANSPIN AGENTS	\$6.25	19	HISPANIC	No
1000658		11102703	OESL	553470	GENL OFFICE CLERKS	560080	PRODN, PLANNING, & EXPEDITING CLERKS	\$5.00	21	VIETNAMESE	No
1003648		10402704	OCT	871020	CARPENTERS	893110	CABINETMAKERS & BENCH CARPENTERS	\$6.00	20	BLACK	No
5001999		10402704	OCT	871020	CARPENTERS	871020	CARPENTERS	\$9.80	18	BLACK	No
5001429		10402704	OCT	893110	CABINETMAKERS & BENCH	871020	CARPENTERS	\$10.49	19	BLACK	No
5001190		10402704	OCT	893110	CABINETMAKERS & BENCH	871020	CARPENTERS	\$9.80	19	BLACK	No
**** Grants: 11C 82X YOUTH **** Total number of records: 7 ****											
5002112		1730515304	IND	130050	PERSONNEL, TRNG, & L	215110	PERSONNEL, TRNG, & LABOR RELTS SPECS	\$36.00	45	CHINESE	Yes
5002092		1240515303	IND	225050	ELECTRICAL & ELECTRO	225050	ELECTRICAL & ELECTRONIC ENGINEERING T	\$6.50	37	CHINESE	Yes
5002119		1840515301	IND	251020	SYSTEM ANALYSIS - E	251050	COMPUTER PROGRAMMERS	\$15.00	48	WHITE	Yes
5000553		1730515307	IND	340350	ARTISTS & RELATED W	340350	DESIGNERS, EXCEPT INTERIOR DESIGNERS	\$12.00	40	WHITE	No
5000666		1500515312	IND	538000	MODEL DESK CLERKS	130050	PERSONNEL, TRNG, & LABOR RELTS MGR	\$12.00	52	BLACK	No
5000620		1340515304	IND	553470	GENL OFFICE CLERKS	927170	SEWING MACHINE OPERATORS - GARMENT	\$8.00	56	BLACK	No
5001943		2220515601	IND	895020	FABRIC & APPAREL PAT	399990	PROFESSIONAL, PARAPROFESSIONAL TECH	\$10.00	30	WHITE	No
5002096		1260515303	IND	925120	OFFSET LITHOGRAPHIC	860080	PRODN, PLANNING, & EXPEDITING CLERKS	\$12.50	43	WHITE	Yes
5002094		1260515302	IND	925140	TYPESETTING & COMPOS	897070	ELECTRONIC PAGING SYSTEM OPERATOR	\$15.00	47	WHITE	Yes
5002095		1740515301	IND	971020	TRUCK DRIVERS - HEAV	971050	TRUCK DRIVERS, LIGHT - INCLUDE DELIVE	\$10.51	51	WHITE	Yes
5000606		1110515301	OCT	553470	GENL OFFICE CLERKS	399990	PROFESSIONAL, PARAPROFESSIONAL TECH	\$9.67	28	WHITE	Yes
5001352		1340515301	OCT	553470	GENL OFFICE CLERKS	410020	FIRST LINE SUPERVISORS & MANAGER/SUPR	\$28.00	43	WHITE	Yes
5001929		1110515461	OCT	650140	DINING ROOM & CAFE	927170	SEWING MACHINE OPERATORS - GARMENT	\$5.92	54	CHINESE	No
5001915		1110515461	OCT	650140	DINING ROOM & CAFE	927170	SEWING MACHINE OPERATORS - GARMENT	\$6.25	33	ASIAN IND	Yes
5001927		1110515461	OCT	650140	DINING ROOM & CAFE	927170	SEWING MACHINE OPERATORS - GARMENT	\$5.92	43	CHINESE	No
5001916		1110515461	OCT	650140	DINING ROOM & CAFE	927170	SEWING MACHINE OPERATORS - GARMENT	\$5.92	35	CHINESE	No
5001905		1110515461	OCT	650140	DINING ROOM & CAFE	927170	SEWING MACHINE OUTLETS	\$6.50	48	CHINESE	No
5001895		1110515461	OCT	650140	DINING ROOM & CAFE	939660	SEWING MACHINE OPERATORS - GARMENT	\$7.15	57	FILIPINO	Yes
5001893		1110515461	OCT	650140	DINING ROOM & CAFE	939660	ASSEMBLERS & FABRICATORS -	\$10.00	49	CHINESE	Yes
5001924		1110515461	OCT	650140	DINING ROOM & CAFE	939660	ASSEMBLERS & FABRICATORS -	\$7.50	54	CHINESE	Yes
5001920		1110515461	OCT	650140	DINING ROOM & CAFE	927170	SEWING MACHINE OPERATORS - GARMENT	\$6.75	57	CHINESE	Yes
5002292		102051594	OCT	660080	NURSE AIDES	927170	SEWING MACHINE OPERATORS - GARMENT	\$5.00	40	HISPANIC	Yes
5002406		229051546	OCT	878990	CONSTRUCTION TRADES	878990	CONSTRUCTION TRADES WORKERS	\$11.01	25	BLACK	No
**** Grants: 11I 60X EDWA FA **** Total number of records: 24 ****											



P59.20

#2

1/5/96

Planning

6 min



PRIVATE INDUSTRY COUNCIL  
of San Francisco, Inc.  
**DRAFT MINUTES OF THE  
PLANNING COMMITTEE MEETING  
NOVEMBER 5, 1996**

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**Present:**

Brent Andrew, Gary Fitschen, Daniel Grossman, Vanessa Johnson, Wayne Lawrence, Craig Martin, Michael Mee, Maria Olivares, Barbara Thompson

**Absent:**

Arthur Louie, Fairfax Randolph, Athena Tsougarakis

The meeting was called to order at 10:10 a.m. by Brent Andrew.

*Motion to accept the agenda.*

Moved by Barbara Thompson and seconded by Daniel Grossman.

Ayes: Gary Fitschen, Daniel Grossman, Vanessa Johnson, Wayne Lawrence, Craig Martin, Michael Mee, Maria Olivares, Barbara Thompson

Nays: None

Abstentions: None

*Motion to approve the minutes of the August 28, 1996 meeting of the Planning Committee.*

Moved by Barbara Thompson and seconded by Daniel Grossman.

Ayes: Gary Fitschen, Daniel Grossman, Vanessa Johnson, Wayne Lawrence, Craig Martin, Michael Mee, Maria Olivares, Barbara Thompson

Nays: None

Abstentions: None

*Motion to accept PIC staff recommendations for the mid-term adjustment to the JTPA PY'96 Plan.*

Moved by Ms. Thompson and seconded by Ms. Vanessa Johnson.

Ayes: Gary Fitschen, Daniel Grossman, Vanessa Johnson, Wayne Lawrence, Craig Martin, Michael Mee, Barbara Thompson

Nays: None

Abstentions: Maria Olivares

*Motion to accept PIC staff recommendations to extend Chinatown American Cooks School (CACS) and Community Housing Partnership (CHP) for an additional three months (through December 1996), and to remove Bay Area Urban League (BAUL), Oceanview-Merced-Ingleside Community Association (OMICA), from probation.*

Moved by Barbara Thompson and seconded by Michael. Mee

Ayes: Gary Fitschen, Daniel Grossman, Vanessa Johnson, Wayne Lawrence, Craig Martin, Michael Mee, Barbara Thompson

Nays: None

Abstentions: Maria Olivares

*Motion to accept PIC staff recommendations regarding the summer programs (SYETP, Say YES, HASYP, STEP).*

Moved by Barbara Thompson and seconded by Gary Fitschen

Ayes: Gary Fitschen, Daniel Grossman, Vanessa Johnson, Wayne Lawrence, Craig Martin, Michael Mee, Barbara Thompson

Nays: None

Abstentions: Maria Olivares

The meeting was adjourned at 11:45 a.m.







PRIVATE INDUSTRY COUNCIL  
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MEMORANDUM

TO: ALL COUNCIL MEMBERS  
MAYOR WILLIE L. BROWN, JR.

DATE: NOVEMBER 5, 1996

FROM: BRENT ANDREW, CHAIRMAN

SUBJECT: RECOMMENDATIONS FOR THE MID-TERM ADJUSTMENT AND MODIFICATION OF  
THE PY'96 SUBPARTS OF SAN FRANCISCO'S PY'96-'97 JOB TRAINING PLAN

Background:

As described in the October 21st Annual Report to the Governor (mailed earlier with the meeting notice), performance in the Program Year 1995 JTPA Subparts of San Francisco's PY'94-'95 Job Training Plan were characterized by extraordinary degrees of financial and policy instabilities and the consequences of some of those instabilities have been carried-over into the current PY'96 JTPA Subparts. If not resolved now, some of those problems may affect planning for the PY'97 Modification to San Francisco's PY'96-'97 Job Training Plan, which will be commencing before the end of this month.

As a result, the following recommendations for the "Mid-Term Adjustment and Second PY'96 Modification of San Francisco's PY'96-'97 Job Training Plan" are intended:

1. to resolve as many of the remaining effects of those PY'95 problems as is possible; and
2. to adjust the current PY'96 Subparts in that Plan so that they will be better able to accommodate some of the financial and policy initiatives that should be anticipated in PY'97.

While the initial formula amounts of all allocated PY'96 monies are now firm, the following problems remain:

3. none of the subpart plans of San Francisco's PY'96-'97 Job Training Plan or of the First PY'96 Modification to it (adopted in July of this year) has been either approved or disapproved by the Governor as is required by section 105 (b) of the Act;
4. nevertheless, the State agency representing the Governor (the EDD/JTPD) has executed and provided the PIC with copies of most of the subgrant agreements implying those plans have been approved and has permitted the PIC to continue drawing down and spending monies under the modified PY'96 subpart plans that were approved by the Council and the Mayor in July;
5. there are still imbalances between the total amounts of monies that were initially made available for some of the modified PY'96 subpart plans that were approved by the Council and the Mayor in July and the aggregated amounts of monies that should have been obligated in subcontracts authorized by the Council and the Mayor for those subpart plans; and,
6. although not final, San Francisco should expect to receive some or all of the following additional JTPA monies during the remaining months of PY'96:
  - a. "excess unspent PY'95 JTPA Title IIA (5%-Older Individuals Program) monies" that the State will recapture and reallocate from other California SDAs (it has already been determined that San Francisco would be eligible to receive some of those monies but the amounts and schedules for those reallocations are still unknown and cannot be estimated);



- b. PY'96 JTPA Titles IIA-IIC (5%-Incentive Award) award monies (as indicated on the sixth page of the October 21st PY'95 Annual JTPA Report to the Governor, until San Francisco's official unemployment rate for that period can be determined one cannot determine if five or more of the six performance standards specified for the two basic JTPA Titles IIA and IIC Subpart Programs were met and exceeded to qualify for a PY'96 incentive award and, if so, what the estimated amount of that award might be);
- c. "excess unspent PY'95 JTPA Title IIIA (Dislocated Workers') monies" that the State will recapture from other California SDAs and possibly reallocate to San Francisco (it has already been determined that San Francisco would be eligible to receive some of those monies but the amounts and schedules for those reallocations, if there are going to be any, are still unknown and cannot be estimated); and
- d. "excess unspent PY'95 JTPA Title IIIA (Dislocated Workers') monies" that the Labor Department may recapture and reallocate to California from other states (if California is eligible to receive them) and, if so, that the State would then be required to reallocate to qualifying California SDAs (the amounts and schedules for both the reallocations and those potential reallocations are still unknown and cannot be estimated).

While appropriations for PY'97 have already been enacted and while the amounts of San Francisco's PY'97 formula allocations can and will be estimated, the following policy initiatives will, at minimum, need to be addressed in the First PY'97 Modification to San Francisco's PY'96-'97 Job Training Plan:

- 7. the federal "Welfare Reform" legislation that was enacted several months ago and, subject to the eventual plans of the State of California and of the City and County of San Francisco, that is required to be implemented starting in PY'97;
- 8. the "Economic Development Plans and Strategies" for the City and County of San Francisco, perhaps eleven other neighboring counties, and the State of California;
- 9. the "One-Stop Career Centers Systems" plans for the City and County of San Francisco, perhaps eight other neighboring counties, and the State of California;
- 10. the "School-to-Work" (or, in California, "School-to-Career") plans for the City and County of San Francisco, perhaps six other neighboring counties, and the State of California; and
- 11. the development of operational plans for a new Job Corps Center that, beginning in January 1997, will be built on Treasure Island.

The Committee believes that the following recommended modifications to the PY'96 Subparts of San Francisco's PY'96-'97 Job Training Plan will position those programs to address those PY'97 policies issues and initiatives best.

#### **The PY'96 JTPA Title IIA (77%-Basic Adult Year-Round Training) Subpart:**

The amounts of all monies so far set aside in all "prime subcontracts" for the "individual referral classroom training", "individual on-the-job (OJT) training", and "childcare services" subaccounts in this subpart account have already been obligated in executed subcontracts for the remainder of PY'96.

Because "prime subcontractors" in this subpart account already have the capacities to develop and execute additional "individual referral classroom training", "individual on-the-job (OJT) training", and "childcare services" subcontracts during the remainder of PY'96, the Committee is recommending that:

- 13. the total amount of available funds in this subpart account be increased by approximately \$181,000 by transferring to it, subject to the Governor's approvals:

- a. approximately \$31,000 of still-unobligated funds in the JTPA Title IIC (82%- Basic Youth Year-Round Training) Subpart Account; and
  - b. approximately \$150,000 of still-unobligated funds in the JTPA Title IIIA (60%-Formula Dislocated Workers) Subpart Account; and
14. those funds be budgeted in the "individual referral classroom training pool", "individual on-the-job (OJT) training pool", "childcare services", and the "administrative cost pool" (ACP) subaccounts in that subpart account as described in the first attachment to finance approximately half of the aggregate excess capacity of "prime subcontractors" until about January or February of 1997; and,
15. based on PY'96 expenditures accrued by December 31st of this year, identify all potential under-expenditures in this subpart account and, in January or February of 1997, reallocate them to the same set aside subaccounts for full services for the remainder of PY'96.

**The PY'96 JTPA Title IIA (5%-Older Individuals Program) Subpart:**

Since neither the amount of additional reallocated funds for this subpart account nor the possible date of their availability can be estimated, the Committee is unable to recommend any modification to this subpart even though one of the "prime subcontracts" under it is only financed for the first six months of PY'96. Recommendations for modifying this subpart account, taking into account reallocated funds and the impact of "Welfare Reform" legislation, may be available at a later date.

**The 1996 JTPA Title IIB (Summer Youth Employment and Training Program) Subpart:**

As of September 30th, all available funds in this subpart account (approximately \$2.4 million) were still obligated and, of that, a little over \$200,000 were still reported as not having been liquidated yet. Since neither that subpart account nor any subcontracts in it are scheduled to be closed out before December 31st, since many of the final invoices for that short-term and intense program have still not been submitted or paid, and since, at minimum, at least \$100,000 of those funds are estimated to be needed to develop and begin implementing the 1997 JTPA Title IIB (SYETP) early next year (i.e., before 1997 SYETP funds are allocated), the Committee is not recommending any modifications to this subpart account at this time.

**The PY'96 JTPA Title IIC (82%-Basic Youth Year-Round Training) Subpart:**

As of September 30th, there were still approximately \$79,000 of these funds remaining unobligated as a combined result of the rescission of approximately 75% of these funds in early PY'95 and of the attempt to transfer to this subpart account \$300,000 of "allowable unspent 1995 SYETP funds" and of the only partly successful attempt to obligate and spend that amount in the last six months of PY'96.

The Committee is recommending that approximately \$33,000 of these unobligated funds be transferred to the JTPA Title IIA (77%-Basic Adult Year-Round Training) Subpart Account and that the remaining \$46,000 be obligated in three subcontracts and an "individual referral classroom training pool" subaccount it to recruit, enroll, and train additional out-of-school, eligible youths during the remaining months of PY'96. Please refer to the attachment for this subpart account for details.

**The PY'96 JTPA Titles IIA-IIC (5%-Incentive) Subpart:**

Since neither the amount of a potential incentive award nor the possible date of its availability can be estimated at this time, the Committee is unable to recommend any modification to this subpart at this time.

Instead, the Committee recommends that, in preparation for the PY'97 Modification to San Francisco's PY'96-'97 Job Training Plan, the Council's Evaluation Committee should review both the Joseph S. Bailey Memorial Program and the related Summer Training and Education Program (STEP) before proceeding, especially in light of the policy initiatives described in items numbered 7 to 11 of this report.

### **The PY'96 JTPA Titles IIA-IIC (8%-GAIN) Project:**

While all available PY'96 funds in this subpart account have been obligated in the subcontracts previously approved by the Council and the Mayor to provide remedial education and limited job development and placement services to recipients of Aid to Families with Dependent Children (AFDC) who the San Francisco Department of Human Services (SFDHS) has enrolled in its GAIN Program and referred to the PIC and its subcontractors and while there are no additional funds that are currently projected to become available during the remainder of PY'96 for this subpart, potentially this subpart plan should receive the greatest attention for modification because of the recently-enacted federal "Welfare Reform" legislation.

However, since neither the State nor the SFDHS has had time to develop their plans for implementing that new federal legislation, since the latter's plan will be dependent in part of the recommendations of the City's "Welfare Reform Task Force" in which the PIC will be an active participant, and since any modification to this subpart plan would necessarily be dependent on agreements with both the SFDHS and the State Department of Education, the Committee is unable to recommend any modifications at this particular time. It is, however, possible that, before the end of PY'96, recommended modifications to this subpart for not only the remainder of PY'96 but for PY'97 and subsequent years will become available.

### **Three PY'96 JTPA Titles IIA-IIC (8%-SECG) "School-to-Work" Projects:**

The Committee is not recommending any modifications for any of the following three "School-to-Work" Projects, all obtained as a result of a statewide competition conducted between February and August of 1996 by the State Department of Education:

16. a carpentry and cabinet-making project involving the PIC, Asian Neighborhood Design, and the San Francisco Unified School District's John O'Connell High School;
17. a project involving the PIC, its Jobs For Youth Program, the SFUSD's Academies of Finance and of Tourism and Trade, the Mayor's Youth Employment and Education Program, and New Ways Workers; and
18. a licensed vocational nursing program for refugees from the former Soviet Union involving the PIC, the City College of San Francisco, Jewish Vocational Service, and the University of California-Mt. Zion Medical Center.

### **The PY'96 JTPA Title IIIA (60%-Formula Dislocated Workers) Subpart:**

As of September 30th, there was still slightly over \$200,000 of these funds remaining unobligated while less than half of that amount was already committed (but not yet obligated) in proposed "individual referral classroom retraining" subcontracts for workers who had just been dislocated. Despite a continued need for all of these unobligated funds for additional workers who are anticipated to be dislocated during the remaining months of PY'96 (more likely before December 31st of this year), the Committee is recommending that approximately \$150,000 of those funds be immediately transferred to the JTPA Title IIA (77%-Basic Adult Year-Round Training) Subpart, subject to the Governor's approval (which could be a problem), because those needs are less speculative at this time. This would eliminate services for any additional dislocated workers during the remainder of PY'96 subject to the two possible reallocations described in items numbered 14 and 15 of this report. Please refer to the attachments for the JTPA Titles IIA (77%-Basic Adult Year-Round Training) and IIIA (60%-Dislocated Workers) Subpart Accounts for details.

### **Other PY'96 JTPA Title IIIA (40%-Discretionary) Projects:**

The Committee is not recommending modifications of the JTPA Title IIIA (40%-Base Closure) or (40%-Rapid Response) Project Plans at this time. The former, which was initially authorized to serve workers dislocated by the closure of the Presidio Army Base, is now authorized to continue services to the few former Presidio employees who are still receiving retraining services but also to provide services to employees at the Treasure Island Naval Station or its annex, the Hunters Point Shipyard, who will be dislocated.

### **Additional Recommendations with respect to Probationary Subcontractors:**

At the July meeting of the Council, four subcontractors were placed on probation based on their performance for all of PY'94 and the first three quarters of PY'95. Prior to that meeting, the Planning Committee had directed PIC Staff to reevaluate the subsequent performance of each of these subcontractors in October to determine whether funding should be continued.

The four subcontractors placed on probation were:

19. in the JTPA Title IIA (77%-Basic Adult Year-Round Training) Subpart:

- a. the Bay Area Urban League (BAUL);
- b. the Chinatown American Cooks School (CACS);
- c. the Oceanview, Merced, Ingleside Community Association (OMICA); and,

20. under the JTPA Title IIIA (60%-Formula Dislocated Workers) Subpart:

- a. the Community Housing Partnership(CHP).

Staff reviewed the performance of each of the four subcontractors for all of PY'95 and the first three months of PY'96 using achievement of at least 70% of their subcontract goals as the threshold criterion.

Although none of the four subcontractors achieved at least 70% of their PY95 subcontract goals, the Committee is recommending:

- 21. that BAUL be taken off probation because it is achieving at least 70% of their PY'96 subcontract goals; and
- 22. that CACS, OMICA, and CHP be continued on probationary status until December 31st of this year and then reevaluated in January or February of 1997 to determine whether or not funding should be continued.

Please let PIC Staff know prior to the November 12th meeting of the Council if there is specific additional information that you have already identified as being needed. Otherwise, representatives of the Planning Committee will attempt to answer any and all questions that are raised.

cc: Members of the Planning Committee  
 PIC Staff  
 All PIC Subcontractors  
 Scott Winkler, EDD/JTPD  
 Mary Ann Goodwin, CDE/EPU

Attachments



# JOB TRAINING PARTNERSHIP ACT

## Title II-A 77% Basic Adult

Grant Funds Available	
PY'96 Formula Allocation =	2,343,212
PY'95 First-in First-out (FIFO) =	0
Proposed Fund Transfer from IIC =	0
Proposed Fund Transfer from IIIA =	0
<b>Total PY'96 Revenue =</b>	<b>2,343,212</b>

Proposed Δ	Adj. Revenue
0	2,343,212
0	0
30,942	30,942
150,000	150,000
<b>180,942</b>	<b>2,524,154</b>

### Obligations approved by the Mayor and Council on July 9, 1996

### Mid-term Recommendations

Enr. Level	Activity	Subcontractor / Budget Item	Acronym	Planned Obligations	Mid-term Revision	Rev. Planned Obligations
32		Jewish Vocational Service (excl. IR Pool)	JVS	55,180	0	55,180
28	Individual Referral	Career Resources Dev. Center (excl. IR Pool)	CRDC	34,788	0	34,788
15		Third Baptist Church (excl. IR Pool)	TBC	32,148	0	32,148
12		* Bay Area Urban League (excl. IR Pool)	BAUL	31,126	0	31,126
		IR Pool (Training Reimbursement)	IR Pool	118,459	43,281	161,740
25		Asian Neighborhood Design	AND	69,488	0	69,488
14		Mission Hiring Hall / SOMECH	MHH / SOMECH	37,661	0	37,661
20	Occup. Classroom Training	City College of San Francisco	CCSF/JAC	46,783	0	46,783
20		San Francisco Vocational Services	SFVS	70,787	0	70,787
7		Center for Employment Training	CET	47,100	0	47,100
22		* Chinatown American Cooks School	CACS	56,588	0	56,588
47		Korean Center, Inc.	KCI	136,807	0	136,807
49	Occup. ESL	Career Resources Development Center	CRDC	146,765	0	146,765
47		Mission Language & Vocational School	MLVS	114,555	0	114,555
20		S.F. Vocational Services (excl. OJT Pool)	SFVS	53,962	0	53,962
34	On Job Training	Arriba Juntos (excl. OJT Pool)	AJ	94,036	0	94,036
19		No. California Service League (excl. OJT Pool)	NCSL	36,727	0	36,727
26		Jewish Vocational Service (excl. OJT Pool)	JVS	53,574	0	53,574
48		Swords to Plowshares (excl. OJT Pool)	STP	144,952	0	144,952
33		* Bay Area Urban League (excl. OJT Pool)	BAUL	101,215	0	101,215
14		* OMICA (excl. OJT Pool)	OMICA	91,278	0	91,278
		OJT Pool (Employer Reimbursement)	OJT Pool	128,788	80,000	208,788
	Cost Pools	Children's Council (Providers' costs)	CCSF-P	130,456	0	130,456
		Children's Council (Operating expense)	CCSF-O	18,137	28,000	46,137
		Supportive Services (Transportation etc.)		47,347	0	47,347
		Public Media Center (Employer Outreach)	PMC	15,379	0	15,379
	PIC, Inc.	Operations (Intake, Certification, Employer Outreach)		72,549	0	72,549
		Administration	ACP	356,577	29,661	386,238
532				<b>Program Year Budget = 2,343,212</b>	<b>180,942</b>	<b>2,524,154</b>

\* Probationary subcontractor.

Deficit = 0

Deficit = 0





## Title II-A 5% Older Indiv.

### Grant Funds Available

PY'96 Formula Allocation =	315,681
PY'95 FIFO =	0
<b>Total PY'96 Revenue =</b>	<b>315,681</b>

### Obligations approved by the Mayor and Council on July 9, 1996

Enr. Level	Activity	Subcontractor / Budget Item	Acronym	Planned Obligations
66	OESL	Self-Help for the Elderly	SHE	152,243
14	OESL	Korean Center, Inc.	KCI	37,973
18	OCT	Renaissance Experience Plus	REP	50,270
	Cost Pools	Supportive Services (Transportation etc.)		14,598
		Public Media Center (Employer Outreach)		2,881
	PIC, Inc.	Operations (Intake, Certification, Employer Outreach)		16,000
		Administration	ACP	41,716
98			<b>Program Year Budget =</b>	<b>315,681</b>

Deficit = 0

*No change.*

*Budgets remain as approved by the Mayor & Council on July 9, 1996*

## Titles II-A/C 5% Incentive

### Grant Funds Available

PY'95 Incentive Award =	67,438
PY'94 FIFO =	2,690
<b>Total PY'96 Revenue =</b>	<b>70,128</b>

Proposed Δ	Adj. Revenue
0	67,438
33,044	35,734
33,044	103,172

### Obligations approved by the Mayor and Council on July 9, 1996

Enr. Level	Activity	Subcontractor / Budget Item	Acronym	Planned Obligations
10	BRE	PHCDC Potrero Hill Community Dev. Corp.	PHCDC	32,734
	STEP	PIC/SFUSD STEP SYS Mentor Tutors	SYS	11,841
		Children's Council (Providers' costs)	CCSF-P	3,179
	Cost Pools	Children's Council (Operating expense)	CCSF-O	1,154
		Supportive Services (Transportation etc.)		3,496
		Public Media Center (Employer Outreach)	PMC	2,338
	PIC, Inc.	Operations (Intake, Certification, Employer Outreach)		5,000
		Administration		10,386
10			<b>Program Year Budget =</b>	<b>70,128</b>

Deficit = 0

### Mid-term Recommendations

Mid-term Revision	Rev. Planned Obligations
0	32,734
26,436	38,277
0	3,179
0	1,154
0	3,496
0	2,338
0	5,000
6,608	16,994
33,044	103,172

Deficit = 0





## Title II-C 82% Basic Youth

Grant Funds Available	
PY'96 Formula Allocation =	309,425
Proposed Fund Transfer to IIA =	0
PY'95 FIFO =	71,533
<b>Total PY'96 Revenue =</b>	<b>380,958</b>

Proposed Δ	Adj. Revenue
0	309,425
-30,942	-30,942
79,793	151,326
<b>48,851</b>	<b>429,809</b>

### Obligations approved by the Mayor and Council on July 9, 1996

Enr. Level	Activity	Subcontractor / Budget Item	Acronym	Planned Obligations
11+2	IR	Career Resources Dev. Center (excl. IR Pool)	CRDC	14,271
	IR Pool	IR Pool (Training Reimbursement)	IR Pool	33,699
24	OCT	Asian Neighborhood Design	AND	87,300
8+3	OCT	Mission Hiring Hall / SOMECS	MHH / SOMECS	19,990
3	OCT	San Francisco Vocational Services	SFVS	8,886
33+5	OESL	Mission Lang. & Voc. School	MLVS	66,672
19	OESL	Community Educational Services	CES	49,196
		Children's Council (Providers' costs)	CCSF-P	19,550
	Cost Pools	Children's Council (Operating expense)	CCSF-O	4,949
		Supportive Services (Transportation etc.)		10,679
		Public Media Center (Employer Outreach)	PMC	0
	PIC, Inc.	Operations (Intake, Certification, Employer Outreach)		11,609
		Administration		54,157
46		<b>Program Year Budget =</b>		<b>380,958</b>

### Mid-term Recommendations

Mid-term Revision	Rev. Planned Obligations
8,692	22,963
5,970	39,669
0	87,300
8,300	28,290
0	8,886
10,102	76,774
0	49,196
0	19,550
0	4,949
0	10,679
0	0
8,138	19,747
7,649	61,806
<b>48,851</b>	<b>429,809</b>

Deficit = 0 Deficit = 0

## Titles II-A/C 8%-50% SECG/GAIN

Grant Funds Available	
PY'96 Formula Allocation =	94,341
PY'96 State Match Allocation =	94,341
PY'95 FIFO =	0
<b>Total PY'96 Revenue =</b>	<b>188,682</b>

*No change.*

Enr. Level	Activity	Subcontractor / Budget Item	Acronym	Planned Obligations
17	BRE/OCT	Arriba Juntos	AJ	65,903
19	BRE/OCT	The Family School	TFS	85,311
		Public Media Center (Employer Outreach)		2,200
		Operations (Intake, Certification, Employer Outreach)		10,298
		Administration		24,970
36		<b>Program Year Budget =</b>		<b>188,682</b>

*Budgets remain as approved by the Mayor & Council on July 9, 1996*

Deficit = 0



Title III-A 60% Formula Alloc.				Grant Funds Available	Proposed Δ	Adj. Revenue
				PY'96 Formula Allocation =	1,711,647	2,053,976
				Proposed Fund Transfer to IIA =	0	-150,000
					1,711,647	1,903,976

Enr. Level	Subcontractor / Budget Item	Acronym	Planned Obligations	Mid-term Revision	Rev. Planned Obligations
Homeless	Arriba Juntos	(excl. IR/OJT Pools) AJ	137,911	0	137,911
	Glide Foundation	(excl. IR/OJT Pools) GLIDE	83,567	0	83,567
	No. Calif. Service League	(excl. IR/OJT Pools) NCSL	42,120	0	42,120
	Goodwill Industries	(excl. IR/OJT Pools) GOODWILL	66,690	0	66,690
	* Community Housing Partnership	(excl. IR/OJT Pools) CHP	69,247	0	69,247
	Homeless IR/OJT Pools (Training Reimbursement)		235,500	0	235,500
	IR Setaside		436,770	163,480	600,250
	Career Link (Assessment Center)		50,000	0	50,000
	Children's Council (Providers' costs)		109,545	0	109,545
	Children's Council (Operating expense)		27,386	0	27,386
	Supportive services (Transportation, health, etc.)		51,349	0	51,349
	Public Media Center (Employer Outreach)		25,000	0	25,000
	Operations (Intake, Eligibility Certification, Employer Outreach)		119,815	0	119,815
	Administration, PIC and Subcontractors		256,747	28,849	285,596
Program Year Budget =			1,711,647	192,329	1,903,976

* Probationary subcontractor.	Deficit =	0	Deficit =	0
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## Subpart: JTPA Title II A 77% Adult

		PY'95 12 months	PY'96 3 months
Expenditure	Actual	\$75,451	\$14,058 *
	Plan	\$75,451	\$56,579
	% of Plan	100%	25%
Enrollments	Actual	21	5
	Plan	30	12
	% of Plan	70%	42%
Placements	Actual	17	0
	Plan	27	0
	% of Plan	63%	N/A
Placement Rate	Actual	81%	N/A
	Plan	91%	N/A
Positive Term. Rate	Actual	95%	N/A
	Plan	95%	N/A
AEEs/YEEs	Actual	18	0
	Plan	21	0
	% of Plan	86%	N/A
Wage Rate	Actual	\$8.43	NA
	Plan	6.25	N/A
	% of Plan	135%	N/A
Characteristics (Emphasis Groups)			
Hard-to-Serve (actual/plan)		21/24	5/22 *
Non-traditional jobs for women		NA	NA
Homeless		NA	NA

\* 3 month actual vs 12 month plan.

Chinatown American Cooks School (CACS) operates an occupational classroom training program for adults with an emphasis on the culinary fields.

For PY '95-'96 the CACS ended the contract year achieving its enrollment goal; 70% (21/30), but not its placement goal; 63% (17/27). As of September 30, 1996, the CACS is still behind with enrollments, 42% (5/12). No placements were scheduled for the period. As one of four Subcontractors on probation, CACS needed to achieve 70% of its Subcontract goals for FY '95-'96 and during the first 3 months of FY '96-'97, to be considered for continued funding. CACS staff are aware that they are behind in their enrollment schedule, but assures staff that they will be on target by the end of October. As of October 28, 1996 the CACS staff had enrolled two more participants but is still below the 70% goal. CACS staff still needs to pay close attention to attending all required meetings.

PIC recommends that CACS remain on probation through December 31, 1996 and if it does not achieve 70% of its PY '96-'97 contract goals by that time, that it be reevaluated in January /February 1997 to determine whether or not funding should be continued.



## Subpart: JTPA Title II A 77% Adult

		PY'95 12 months	PY'96 3 months
Expenditure	Actual	\$34,544	\$5,911 *
	Plan	\$36,147	\$31,126
	% of Plan	96%	19%
Enrollments	Actual	13	5
	Plan	14	6
	% of Plan	93%	83%
Placements	Actual	5	0
	Plan	11	0
	% of Plan	45%	N/A
Placement Rate	Actual	38%	N/A
	Plan	82%	N/A
Positive Term. Rate	Actual	85%	N/A
	Plan	86%	N/A
AEEs/YEEs	Actual	11	0
	Plan	11	0
	% of Plan	N/A	N/A
Wage Rate	Actual	\$8.10	N/A
	Plan	\$8.00	N/A
	% of Plan	101%	N/A
Characteristics (Emphasis Groups)			
Hard-to-Serve (actual/plan)		13/14	4/12 *
Non-traditional jobs for women		NA	N/A
Homeless		1/1	N/A

\*3 month actual vs 12 month plan.

Bay Area Urban League (BAUL) operates an Individual Referral (IR) training and OJT program with an emphasis on serving the African American population. This is BAUL's third year operating an IR training program.

For the IR component PY'95-'96 BAUL ended the contract year achieving its enrollment goal; 93% (13/14), but did not achieved its placement goals; 45% (5/11). As of September 30, 1996, BAUL has met its enrollment goals 83% (5/6). No placements were planned for the period.

As one of the four subcontractors on probation, BAUL needed to achieve 70% of all Subcontract goals for FY '95-'96 and during the first three months of FY '96-'97, to be considered for continued funding.

BAUL had several staff turnovers during the year, but currently staff has stabilized and as a result of this stabilization, BAUL has demonstrated a marked improvement in achieving its contract goals. Staff is both cooperative and willing to respond to any needs and/or concerns of the PIC staff. BAUL staff still needs to pay close attention to submitting the forms and documents in a timely manner. (Also see evaluation for On-The-Job Training component.)

PIC staff recommends that BAUL be taken off probation.





Subcontractor: Bay Area Urban League

Activity: OJT

Subpart: JTPA Title IIA 77% Adult

		PY'95 12 months	PY'96 3 months
Expenditure	Actual	\$134,177	\$19,571*
	Plan	\$134,953	\$101,215
	% of Plan	99%	19%
Enrollments	Actual	27	6
	Plan	44	6
	% of Plan	61%	100%
Placements	Actual	19	0
	Plan	36	0
	% of Plan	53%	NA
Placement Rate	Actual	70%	NA
	Plan	82%	NA
Positive Term. Rate	Actual	74%	NA
	Plan	93%	NA
AEEs	Actual	20	0
	Plan	27	0
	% of Plan	74%	NA
Wage Rate	Actual	\$8.61	NA
	Plan	\$6.25	N/A
	% of Plan	138%	NA
Characteristics (Emphasis Groups)			
Hard-to-Serve (actual/plan)		21/39	5/23*
Non-traditional jobs for women		4/2	0/1*
Homeless		8/4	0/2*

\* 3-month actual vs 12-month plan

In PY '95, Bay Area Urban League (BAUL) operated an On-the-Job training and an IR training program with an emphasis on serving the African-American population.

For the OJT component, BAUL ended the contract year not achieving any of its contract goals; enrollments were 61% (27/44) and placements were 53% (19/36) of goal. As of September 30, 1996 BAUL has met its enrollment goal of 100% (6/6). No placements were planned for the period.

As one of four subcontractors on probation, BAUL needed to achieve 70% of its contract goals for PY '95-'96 and the first three months of PY '96-'97, to be considered for continued funding.

BAUL had several staff turnovers during the year, but currently the staff has stabilized. As a result, BAUL has demonstrated a marked improvement in achieving its contract goals. BAUL staff is both cooperative and willing to respond to any needs and or concerns from PIC staff. BAUL still needs to pay close attention to submitting forms and documents in a timely manner. (Also see evaluation for individual referral program.)

PIC staff recommends that BAUL be taken off probation.



## Subpart: JTPA Title IIA 77% Adult

		PY'95 12 months	PY'96 3 months
Expenditure	Actual	\$121,703	\$0
	Plan	\$121,703	\$91,278
	% of Plan	100%	0%
Enrollments	Actual	9	NA
	Plan	19	NA
	% of Plan	47%	NA
Placements	Actual	8	NA
	Plan	14	NA
	% of Plan	57%	NA
Placement Rate	Actual	89%	NA
	Plan	74%	NA
Positive Term. Rate	Actual	89%	NA
	Plan	79%	NA
AEEs	Actual	8	NA
	Plan	12	NA
	% of Plan	67%	NA
Wage Rate	Actual	\$9.56	NA
	Plan	\$6.25	NA
	% of Plan	153%	NA
Characteristics (Emphasis Groups)			
Hard-to-Serve (actual/plan)		8/19	NA
Non-traditional jobs for women		1/3	NA
Homeless		0/1	NA

Oceanview, Merced, Ingleside Community Association (OMICA) operates an On-the-Job training program for African-American residents of Oceanview, Ingleside, Visitacion Valley, and Bayview Hunters Point.

OMICA ended the contract year not achieving any of its contract goals; enrollments were 47% (9/19) of goal and placements were 57% (8/14) of goal. Due to the delays from OMICA in resolving documentation issues which were identified in a PIC fiscal monitoring review, the PIC has not entered into a contract with OMICA for PY'96-'97. During the first fiscal review, PIC's fiscal staff found OMICA's documentation of fiscal transactions were incomplete or not on file. The transaction items included staff payroll records and receipts for purchases of equipment, materials and other services. A second review conducted by PIC staff has resolved all the above mentioned documentation issues.

In addition, OMICA has no current audit on file; before the PIC will enter into a contact with the OMICA, it must show evidence through a signed letter from an accounting firm that an audit which complies with OMB circular A-133 will be performed. OMICA staff has not attended any of the required PIC meetings since the beginning of PY '96-'97. They also did not submit last program year's paperwork in a timely manner.

As one of the four subcontractors on probation, OMICA needed to achieve 70% of its contract goals for PY'95-'96 and during the first 3 months of PY '96-'97, to be considered for continued funding. In light of the fiscal and programmatic concerns, the PIC staff is recommending the OMICA continue to be on probation through December 31, 1996. If OMICA does not achieve 70% of its PY '96-'97 contract goals by that time, then its program will be reevaluated in January/February 1997 to determine whether or not funding should be continued.



## Subpart: JTPA Title III Homeless

		PY'95 12 months	PY'96 3 months
Expenditure	Actual	\$78,471	\$15,433 *
	Plan	\$86,567	\$69,247
	% of Plan	91%	22%
Enrollments	Actual	6	0
	Plan	13	3
	% of Plan	46%	0%
Placements	Actual	5	0
	Plan	10	0
	% of Plan	50%	N/A
Placement Rate	Actual	83%	N/A
	Plan	77%	N/A
Positive Term. Rate	Actual	83%	N/A
	Plan	77%	N/A
AEEs/YEEs	Actual	NA	NA
	Plan	NA	NA
	% of Plan	NA	NA
Wage Rate	Actual	\$8.58	NA
	Plan	\$6.50	NA
	% of Plan	132%	NA
Characteristics (Emphasis Groups)			
Hard-to-Serve (actual/plan)		6/13	0/13*
Non-traditional jobs for women		NA	NA
Homeless		6/13	0/13*

\*3 month actual vs 12 month planned data

The Community Housing Partnership (CHP) operates an on-the-job training (OJT) program with emphasis on assisting homeless, long-term unemployed adults transition into employment.

CHP did not meet 70% of its subcontract goals for PY 95; enrollments were 46% (6/13) of goal and placements were 50% (5/10) of goal. Also during the first three months of the PY 96, CHP certified three (3) participants but none were enrolled. CHP did not plan any placements during that period. As of October 28, 1996, CHP has enrolled one (1) participant but it is still below the 70% enrollment goal.

A corrective action notice was issued to CHP in March 1996. Subsequently, several meetings were held with CHP and PIC staff to devise a plan to help CHP run a successful program. It should be noted that out of the six participants who completed the program, five secured jobs.

CHP is still encountering difficulties securing OJT contracts with at least a twenty hour work week, which is one of the reasons why it has not enrolled any participants during the first quarter. PIC staff has requested another meeting with CHP to help its staff meet its contracted goals. CHP staff is both cooperative and willing to respond to any needs and or concerns from PIC staff.

PIC recommends that CHP continue its probation status until December 31, 1996. If CHP does not achieve 70% of its PY'96-'97 contract goals by that time, then it will be reevaluated in January/February 1997 to determine whether or not funding should be continued.





PRIVATE INDUSTRY COUNCIL  
of San Francisco, Inc.

NOTICE of a PUBLIC MEETING  
of the  
EVALUATION AND PLANNING COMMITTEES

DOCUMENTS DEPT.

NOV 13 1996

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DATE: Thursday, December 19, 1996  
TIME: 9:30 - 11:30 a.m.  
LOCATION: City College of San Francisco  
33 Gough Street  
Auditorium

*Public testimony on agenda items as authorized by the Committee chairman throughout the meeting*

**Agenda**

1. Adoption of agenda \*
2. Approval of minutes for the Planning Committee's November 5 meeting \*
3. Review overall performance and results of JTPA employment and training programs and prepare recommendation for PY'97 \*
4. Public testimony on non-agenda items

\* *Requires Committee action*

*Issued November 11, 1996*



*If you require special accommodation due to a disability, please call Roberta Fazande at 931-7460 or TDD 749-3117 at least 72 hours in advance*

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(Chapter 67 of the San Francisco Administrative Code)**

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